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HAYWOOD TECHNICAL INSTITUTE

1973-1975
CATALOGUE
ISSUE

Telephone 704-627-2821
Clyde, North Carolina 28721

NOTE

Haywood Technical Institute issues this catalogue for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the Institute or the State. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary.

VISITORS

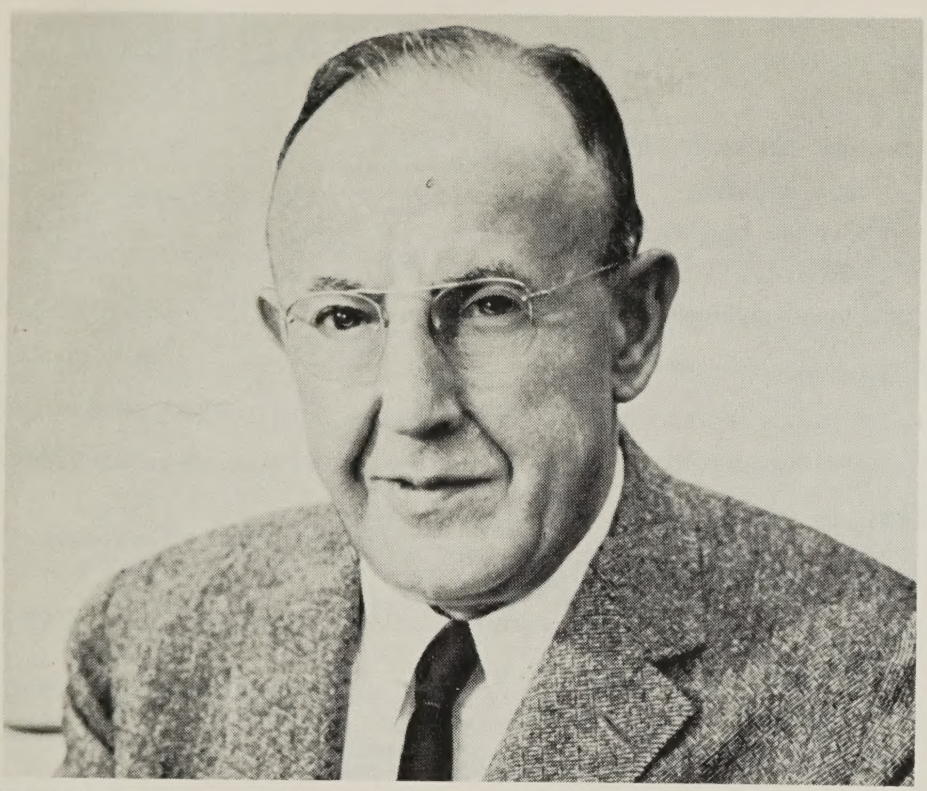
Visitors, and in particular prospective students, are always welcome at Haywood Technical Institute. The Director of Students' will provide guide service for groups or individuals on week days between 8:00 a.m. and 4:00 p.m. Questions about the school and its programs will be answered by a member of the student personnel office.

On The Cover

In 1968, Haywood Technical Institute's dreams of a permanent campus became a reality when Mr. A. L. Freedlander, Chairman of the Board, Dayco Corporation, donated $250,000 to the school with the stipulation that the people of Haywood County match this sum. This beautiful building, as well as the main campus drive, bears his name.

The A. L. Freedlander Building houses the ultra-modern Learning Resource Center, which includes the Library and Media Center, in its center section. The wings of the building house the Developmental Studies Laboratory and Business Technologies, related studies, and Health Occupations departments. The Student Lounge and Bookstore occupy the lower level of the building.

THE MOUNTAINEER, WAYNESVILLE, N. C.



The late Mr. A. L. Freedlander, industrialist, made the new HTI campus possible by his generous gift.

Haywood Technical Institute

GENERAL CATALOGUE 1973-1975

RECOGNIZED AND APPROVED BY

North Carolina State Board of Education
  North Carolina Department of Community Colleges
    North Carolina Department of Public Instruction
      Veterans Administration
        North Carolina Board of Nursing
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North Carolina Department of Community Colleges
Student Services Personnel Association
The Association of Occupational Curriculum Directors and Supervisors
North Carolina Association of Public Community Colleges Presidents
American Association of Junior Colleges
Southern Association of Junior Colleges

POST OFFICE BOX 457, CLYDE, NORTH CAROLINA 28721

CONTENTS

GENERAL INFORMATION

College Calendar 5
Philosophy and Purposes 8
History 8
Campus and Community 9

ADMISSIONS

Admissions Philosophy 9
Admissions Requirement and Procedures 10

STUDENT EXPENSES 11

FINANCIAL AID FOR STUDENTS

General Eligibility and Procedures 13
Financial Aid Programs 14

STUDENT SERVICES

Counseling, Testing and Placement Services 16
General Services and Provisions 16
Student Activities 17
Conduct and Standards 18

ACADEMIC REGULATIONS 19

ADULT EDUCATION PROGRAMS 23

COURSES OF INSTRUCTION

Forest Resources, Wood Products, Agricultural and Biological Sciences 25
Business Technologies 37
Health Occupations 44
Industrial 47

COURSE DESCRIPTIONS 56

Board of Trustees, Administration and Staff 85

CALENDAR

FALL QUARTER 1973

Orientation Day for New Students	Monday, September 24
Registration	Tuesday, September 25
Classes Begin	Wednesday, September 26
Last Day to Register, Drop or Add Courses	Tuesday, October 2
Thanksgiving Holidays	Wednesday, Thursday, Friday, November 21, 22, 23
Registration for Winter Quarter	Wednesday, Thursday, Friday, December 12, 13, 14
Quarter Ends 5:00 P.M.	Friday, December 14

WINTER QUARTER 1974

Registration Completed and Classes Begin	Wednesday, January 2, 1974
Last Day to Register, Drop or Add Courses	Wednesday, January 9
Pre-registration for Spring Quarter	Wednesday, Thursday, Friday, March 20, 21, 22
Quarter Ends 5:00 P.M.	Friday, March 22

SPRING QUARTER 1974

Registration Completed and Classes Begin	Wednesday, March 27
Last Day to Register, Drop or Add Courses	Wednesday, April 3
Easter Holidays	Friday, April 12 & Monday, April 15
Memorial Holiday	Monday, May 27
Pre-registration for Summer Quarter	Friday, June 7, Monday, June 20, Tuesday, June 11
Quarter Ends 5:00 P. M.	Tuesday, June 11

SUMMER QUARTER 1974

Registration Completed and Classes Begin	Thursday, June 27
Independence Day Holidays	Thursday, July 4 and Friday, July 5
Last Day to Register, Drop or Add Courses	Monday, July 8
Labor Day Holiday	Monday, September 2

Pre-registration for Fall Quarter	Wednesday, Thursday & Friday, September 11, 12, 13
Quarter Ends 5:00 P.M.	Friday, September 13

FALL QUARTER 1974

Orientation Day For New Students	Tuesday, September 24
Registration	Wednesday, September 25
Frist Day of Classes	Thursday, September 26
Last Day to Drop or Add Courses	Tuesday, October 1
Thanksgiving Holidays	Wednesday, Thursday, Friday November 27, 28, 29
Pre-registration for Winter Quarter	Thursday, Friday, Monday, December 12, 13, and 16
Quarter Ends 5:00 P.M.	Monday, December 16

WINTER QUARTER 1975

Registration Completed and Classes Begin	Thursday, January 2
Last Day to Register, Drop, or Add Courses	Thursday, January 9
Pre-registration for Spring Quarter	Wednesday, Thursday, Friday March 19, 20, 21
Quarter Ends 5:00 P.M.	Friday, March 21

SPRING QUARTER 1975

Registration Completed and Classes Begin	Wednesday, March 26
Easter Holidays	Friday, March 28 and Monday, March 31
Last Day to Register, Drop or Add Courses	Friday, April 4
Memorial Day	Monday, May 26
Pre-registration for Summer Quarter	Monday, Tuesday, Wednesday June 9, 10, 11
Quarter Ends 5:00 P.M.	Wednesday, June 11

SUMMER QUARTER 1975

Registration Completed & Classes Begin	Monday, June 30
Independence Day Holidays	Friday, July 4 and Monday, July 7
Last Day to Register, Drop or Add Courses	Wednesday, July 9

Labor Day Holiday	Monday, September 1
Pre-registration for Fall Quarter	Friday, Monday, & Tuesday, September 12, 15, 16
Quarter Ends 5:00 P.M.	Tuesday, September 16

FALL QUARTER 1975

Orientation For New Students	Thursday, September 25
Registration	Friday, September 26
First Day of Classes	Monday, September 29
Last Day to Drop or Add Courses	Thursday, October 2
Thanksgiving Holidays	Wednesday, Thursday, Friday, November 26, 27, 28
Pre-registration for Winter Quarter	Monday, Tuesday, Wednesday, December 15, 16, 17
Quarter Ends 5:00 P.M.	Wednesday, December 17

THE INSTITUTE

PHILOSOPHY AND PURPOSES

Haywood Technical Institute, a member of the North Carolina Community College System, is dedicated to the philosophy of total education under the "Open Door" concept. The Institution is obligated to develop individual talents, regardless of their nature or limitations, to their fullest potential through education and realistic work experiences. The individual will thus be better equipped to assume his chosen roles in our society. As a result of this training, the individual will help meet the urgent demand for technicians and skilled workers in our society.

More specifically, our objectives can be stated as follows:

1. To provide expanded educational opportunities for those individuals who would not otherwise continue their education.
2. To provide relatively inexpensive, nearby educational opportunities for high school graduates, school dropouts, and adults.
3. To provide technician programs preparing students for employment in industry, agriculture, business, and service occupations.
4. To provide vocational programs preparing students for employment in specific occupations.
5. To provide programs of vocational education for adults who need training or re-training, or who can otherwise profit from the program.
6. To provide courses which will meet the general adult and service needs of the community.

HISTORY

The 1963 North Carolina General Assembly passed the Community College Act creating a system of comprehensive industrial education centers, technical institutes, and community colleges in the State under the State Board of Education.

The school was established under this act as Haywood Industrial Education Center on August 1, 1965, and was first housed in Patton School, Canton, North Carolina. In 1966 the school was moved to the Clyde High School campus to remain until completion of its own campus in June, 1972.

In 1968 the people of Haywood County voted to accept financial responsibility for the institution and on December 13, 1968, the school became a Technical Institute. In this same year, Haywood Technical Institute's first hopes for a permanent campus became a reality when Mr. A. L. Freedlander, Chairman of the Board, Dayco Corporation donated $250,000 toward a new campus with the stipulation that the people of the county match this sum. The County Commissioners and the County Board of Education donated $150,000 and the people of the county made individual contributions in the amount of $117,000 to match Mr. Freedlander's donation.

The Appalachian Regional Commission appropriated $662,000 in 1970 and in 1972 toward campus construction and the State Board of Education provided an additional $300,000. These sums, enhanced by donations to the Wood Products Complex in the amount of $388,000 and to the Vocational-Crafts Building in the amount of $26,000, have resulted in a beautiful new campus which represents a total outlay of $1,953,371 in land, buildings, and grounds. Since 1966 funds have been expended in the amount of $761,692 for the library and school equipment bringing the total campus capital outlay to $2,715,064.

The school has grown from one curriculum program in Practical Nurse Education in the fall of 1965 to an offering of fifteen full-time day curriculums and twelve part-time evening curriculums with 567 students enrolled for the fall quarter of 1972. In addition, there is an ever expanding range of Extension programs, Adult Basic Education courses, and Special programs being offered.

THE CAMPUS AND LOCATION

Haywood Technical Institute is located on a 54 acre tract of land in Clyde, North Carolina. The school is accessible by the Jones Cove Road exit from U.S. 19-23, or by the Clyde-Waynesville exit of Interstate 40 which leads to U.S. 19-23 and the Jones Cove Road exit. Geographically, the campus is located directly between the population centers of Canton (5 miles) and Waynesville (5 miles) with the city of Asheville lying twenty miles east.

The new campus, which features ample room to expand, is a complex of three new, modern, and spacious buildings which house classrooms and faculty areas, the Learning Resources Center, Vocational Shop areas, laboratories, the Student Center, and the Administrative areas. In addition the $750,000 Wood Products Mill and Classroom buildings occupy the other side of the campus along with the new Arts and Crafts building and the Haywood Sheltered Workshop. Athletic areas are now being planned and/or constructed. The total campus is in the process of being landscaped at this time with the main campus portion completed.

THE COMMUNITY

Haywood County is considered by many to be the best balanced county in the state of North Carolina. Its economic activity is almost equally divided between agriculture, tourism, and industry. The county is almost totally surrounded by state or federally controlled park and forest lands, which has contributed greatly toward helping preserve the great natural beauty of the area. This ready access to forest, field, and stream, as well as the regional opportunity for employment in the field have contributed greatly to the success of Haywood Technical Institute's Forestry, Wildlife, Wood Products, and Horticulture programs.

Haywood is a growing county of 41,710 people with an ever expanding economy. Fine roads serve the county and new and expanding industry is on a rapid increase. Agriculture is diversifing with vegetable growing and truck farming sharing the market with cattle, corn, and tobacco. New and expanding tourist and recreational facilities are being developed. The county's proximity to The Great Smoky Mountains National Park and the fact that the world famous Lake Junaluska Methodist Assembly Grounds are located here has made the area a natural as a tourist attraction. A large ski resort and the nearby lakes and forests have earned the area the distinction of being a winter and summer playground.

ADMISSIONS

(CURRICULUM CREDIT PROGRAMS)

ADMISSIONS PHILOSOPHY

Haywood Technical Institute subscribes to the "Open Door" policy of the North Carolina Department of Community Colleges. Restrictive standards for admissions are not imposed. Admission to the Institute does not, however, imply immediate admission to the program desired by the applicant. Before a prospective student is admitted to a specific curriculum a counseling interview and placement testing are scheduled. This evaluation assists the student and the placement counselor to evaluate the student's potential for success in his chosen field. When the evaulation indicates a lack of readiness to enter a specific program, the student may be assigned to a program of developmental work to better prepare him for admission to the program of his choice or he may be encouraged to re-examine his educational and occupational goals in the light of his indicated abilities and interests.

HOW TO APPLY FOR ADMISSION

Persons wishing to apply for admission to a curriculum program at Haywood Technical Institute should contact the Student Services Office for necessary forms, testing date, and interview appointments. The following procedures are required for all vocational and technical programs.

GENERAL ADMISSIONS REQUIREMENTS FOR ALL CURRICULUM PROGRAMS

1. Secure application form and health form, complete, and return to admissions officer in Student Services.
2. Submit a transcript of school records.
3. Be at least 18 years old or a high school graduate.
4. Complete the required placement testing for the specific program being applied for.
5. Have a personal interview with a member of the Student Services staff and/or a department representative of the program you are applying for.

NOTE: Candidates for vocational (diploma) programs are encouraged, but not required, to be high school graduates or to hold a state approved High School Equivalency Certificate. Candidates for a technical (degree) program are required to hold one of these credentials.

SPECIAL ADMISSION REQUIREMENTS FOR HEALTH OCCUPATIONS COURSES

Practical Nurse Education and Medical Office Assistant applicants are required to meet all of the requirements above and additionally are required to submit a completed physical examination and dental form and to bring all immunizations up to date.

ADMISSION REQUIREMENTS TO ADULTS EDUCATION AND EXTENSION PROGRAMS

Persons to be enrolled must be eighteen years of age or older and the class with which they entered high school must have graduated. Further information concerning registration procedures for these programs may be obtained from the offices of the Adult Education and the Director of Extension.

PROVISIONAL ADMISSION

Students applying too late to complete pre-entrance requirements may be admitted as a provisional student on the basis of a personal interview with a member of the Student Services staff. A provisional student will be required to complete regular admission requirements prior to the ending of the particular quarter in which he is enrolled as a provisional student. Provisional status in no way guarantees the student final acceptance into the specific program of his choice. Upon final completion of his testing program, the same evaluation and curriculum placement process will be followed as with regular admissions.

Should the provisional student fail to complete the required admissions procedures during the provisional quarter, all grades will be recorded on the permanent record as "Audit" and no credit will be given. A student may register only one quarter as a provisional student.

SPECIAL STUDENT

Those students with particular needs or problems will be given all possible assistance that the Institute can render as long as the interested party and the school feel that participation would prove beneficial to the student and not detract from the overall efficiency of the school. This program does not lead to a degree or diploma.

SPECIAL INTEREST COURSES

Any course offered by the Institute which may be taken without prerequisite and whose membership is not filled is open to anyone who will complete an application form, register for the course during the first five days of any quarter and pay the tuition rate of $2.50 per quarter hour of credit.

Once a student has satisfactorily completed 12 credit hours of work through Special Interest Courses in any single field of study, the student will automatically become a regular curriculum student in that field and will be subject to completing his entrance requirements, as have all regular students in that particular field, before being allowed to register for subsequent quarters.

TRANSFER APPLICANTS

Transfer students may enter Haywood Technical Institute upon meeting all requirements as outlined in admission requirements. Transfer applicants will not be required to take the admission placement tests provided transcripts of previous college work are submitted and found to be satisfactory to Haywood Technical Institute. Transfer students with less than a "C" overall academic average will be accepted under academic probationary status and will be subject to policies governing academic probationary students at Haywood Technical Institute. Transfer applicants will not be considered for admission if they are under disciplinary suspension or expulsion from other institutions.

VETERANS

After a veteran applicant has successfully fulfilled all requirements for admission, it is his responsibility to provide the Financial Aid Officer in Student Services either with a certificate of eligibility issued by the Veterans Administration or to make arrangements with this officer for assistance or advice in making application for the certificate of eligibility. Veterans are responsible to the school upon registration for payment of all school costs for the quarter registered for. Additionally, veterans are required to maintain satisfactory attendance according to the school's attendance requirements for credit on courses. Veterans enrolled in vocational courses are responsible for furnishing the Veteran Officer with a monthly attendance report.

STUDENT EXPENSES

Statement of Policies Regarding Student Expenses

All tuition and fees for each quarter are payable on the date of registration.

All checks and money orders should be made payable to Haywood Technical Institute. A check given in payment of expenses which is returned by the bank results in an indebtedness to the school and places the student's enrollment in jeopardy.

A student who is being benefited by financial assistance such as Vocational Rehabilitation, expense scholarships, College Foundation Loans, etc. are required to go through the registration payment process and give the fiscal officer their name and designate how the expense is being handled.

Any student who is unable to make payment at the time of registration must make special short term arrangements with the Business Manager to pay outstanding balance of tuition and fees. Students having an outstanding financial obligation to the school from previous quarters will not be permitted to register until this balance is paid.

TUITION

Technical and Vocational Curriculum Programs

Tuition is charged at the rate of $32 per quarter for full-time students. Part-time students are charged at the rate of $2.50 per quarter credit hour. Haywood Technical Institute does not charge out-of-state tuition fees.

General Adult Education Programs

No tuition fees are charged. Charges are made when necessary for special items such as supplies.

STUDENT ACTIVITY FEE

[Full and Part-time Students]

All full-time curriculum students will pay an annual student activity fee at the fall registration in the amount of $12. Full-time students enrolling in subsequent quarters will be charged on a prorated basis.

Part-time curriculum students (carrying less than 12 quarter hours of credit) will be charged an activity fee at the rate of $1 per quarter.

Student activity fees are **not refundable.**

STUDENT INSURANCE

Accident insurance, covering the student during school hours and while traveling directly to and from school, is available for $2.75 per year and is required for the protection of both the school and the student. The school policy coverage year is from September to September. The policy is not prorated, students entering later than September or leaving before the next September will be charged the full $2.75. The insurance premium is **not refundable.**

TEXTBOOKS AND SUPPLIES

Students are required to purchase their textbooks and all necessary supplies. Costs for these items vary according to different courses taken by the student. Books and supplies can be purchased in the campus bookstore.

SPECIAL FEES

Certain curriculums may require fees for such items as uniforms, safety equipment, hand tools, etc. These fees are kept as nominal as possible and are not charged at all unless absolutely necessary.

GRADUATION EXPENSES

Graduation fees currently range from $11 to $16 depending upon the curriculum. This fee is payable at the beginning of the quarter in which the student expects to graduate and covers the costs of cap and gown rental, invitations, billfold certificate, diploma, or degree.

LATE REGISTRATION FEE

A full-time student registering later than the date designated as registration day, must pay a late registration fee of $5. Part-time students registering late will be charged a late fee of $2.50.

REFUNDS

A. Tuition refund for students shall not be made unless the student is in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered after that time. Tuition refunds will not be considered for tuitions of five dollars ($5.00) or less, except if a course or curriculum fails to materialize, in which case all the students' tuitions shall be refunded.

B. In order to comply with federal regulations in institutions not regionally accredited, the State Board authorized notification of the tuition refund policy so that veterans or war orphans receiving benefits under U.S. Code, Title 38, Chapters 33 and 35, can be refunded a pro rate portion of the tuition fee not used up at the time of withdrawal of such students.

C. When a student, having paid the required tuition and fees for a quarter, withdraws from the institution before the end of the quarter and the reasons for the withdrawal are found excusable by the institution's administration, the student may be allowed credit for unrefunded tuition and fees if he applies for re-admission during any of the next four calendar quarters and petitions in writing to be allowed such credit.

UNPAID FINANCIAL OBLIGATIONS

No degree, diploma or certificate will be granted, or a transcript of credits furnished a student until all financial obligations to the institute, other than student loans, have been paid. Transcripts will not be issued to persons not meeting due payments on student loans.

All previously incurred expenses and accounts at the Institute must be fully paid before a student may re-enter at the beginning of any quarter.

FINANCIAL AID FOR STUDENTS

The purpose of this program is to provide Financial Aid on a limited basis to students who are in financial need and who would be unable to enter or remain at Haywood Technical Institute without such assistance.

General Eligibility for Financial Aid

1. Applicant should be in exceptional financial need.
2. Applicant must be enrolled or formally accepted as a full-time student (12 quarter hours or more). Certain types of financial aid require the recipient be a high school graduate, others do not.

General Procedures for Making Financial Aid Application

1. Obtain application form from Financial Aid Officer. Student should apply no less than 60 days prior to anticipated need.
2. Complete all information on form and return to aid officer. Incomplete applications cannot be processed.
3. Financial Aid Officer will process application, make a need analysis, and present application and analysis to the Financial Aid Subcommittee for

approval or disapproval.

4. Financial Aid Officer will notify the applicant of the Subcommittee's decision, and if application was approved, will instruct applicant as to closing procedures.

STUDENT FINANCIAL AID PROGRAMS

Scholarships

Haywood County Medical Society Health Occupations Scholarships—Society awards two or three per year for nursing or allied health program students. Covers tuition, books, and fees.

Waynesville Business and Professional Womens Club Scholarships—Club awards three or four per year to nursing, allied health programs, and to business or secretarial students. Covers tuition, books, and fees.

Haywood Licensed Practical Nurse Association—Association awards one scholarship per year to a practical nursing student.

Don Dye Memorial Scholarship—These annual tuition and school expense scholarships are awarded to automotive and nursing students. Approximately three awarded per year by Mrs. Margaret Dye in memory of her husband.

Southern Forest Products Association Scholarships—Two of these scholarships in the amount of $500 each are awarded yearly to Forest Products and Wood Products students on a prorated basis per quarter. Eligible students referred to Haywood Technical Institute by member mills of this association have priority on these funds. Should the funds not be used by these referrals, they can be awarded to any qualifying student(s) from the geographical area served by the association.

Haywood Technical Institute Memorial Foundation Scholarships—This foundation is being built from funds donated to Haywood Technical Institute directly by friends of the school and/or donations to the memory of friends of the school. The principal of these funds will not be awarded, interest earned from investment of the principal will be awarded each year in the form of one or more school expense scholarships up to the limit of the earnings. Any deserving full-time student who is in exceptional need and is a resident of North Carolina is eligible to apply.

M.D.T.A. Referral Scholarships—Contact Financial Aid Officer at Haywood Technical Institute for current funding status of this Federal program and for referral to the correct agency.

Loans

Georgia-Florida Quality Pine Producers Loans—These loans are available to four or five Forest Products or Wood Products students each year in amounts up to $250 per quarter. Eligible students referred to Haywood Technical Institute by the member mills of the Association have priority on these funds. Should the funds not be used by these referrals, they can be awarded to qualified students from the area served by the Association.

North Carolina Insured Student Loan Program—Haywood Technical Institute serves as a disbursing agency for College Foundations, Inc. of Raleigh, a private, nonprofit corporation which makes substantial loans to full-time students who are residents of North Carolina at low interest rates and with long repayment periods. No interest or repayment is expected of the students until after termination of his studies. Applications and information for these loans are available from the Financial Aid Officer at Haywood Technical Institute.

James E. and Mary Z. Bryant Foundation, Inc.—Students in good academic standing who are residents of North Carolina and can demonstrate need can borrow up to $1500 per year while in full-time school membership. Administered also by College Foundations, Inc. Applications and information available from the Financial Aid Officer, Haywood Technical Institute.

WORK STUDY

The Work Study programs, both State and Federal, provide full-time needy students an opportunity to earn a portion of their college expenses by working up to seven and fifteen hours, respectively, per week during the regular academic year.

OTHER AGENCIES AND RESOURCES

Haywood Technical Institute serves as a referral informational and coordinating agency for the following aid resources.

1. Veterans Benefits
2. Social Security
3. Department of Public Welfare
4. North Carolina Vocational Rehabilitation
5. North Carolina Commission for the Blind
6. Bureau of Indian Affairs

Contact the Financial Aid Officer at Haywood Technical Institute for infomation and referral to the above agencies.

PART TIME JOBS

Student Services receives and disburses information as to the availability of part-time jobs in the immediate community and on a very limited basis on the campus itself.

LOCAL COMMUNITY RESOURCES

Several students are currently attending Haywood Technical Institute on scholarships or loans made directly to them or through their former high school by organizations in their own home community. Contact your high school counselor.

VETERANS EDUCATION BENEFITS

Haywood Technical Institute is approved by the Veterans Administration for students who are eligible under the law. Eligible persons for benefits are urged to take advantage of the guidance service and educational facilities of the school. Veterans and dependents or students who expect to enroll under the War Orphans Educational Assistance Act should contact their Veterans Service Office in advance of registration.

STUDENT SERVICES

General Philosophy

Student Services at Haywood Technical Institute is dedicated to developing each student to his fullest potential. The importance of self understanding and personal growth in each student as well as his intellectual and social development is recognized. The schools program of counseling and guidance has been developed to reflect this philosophy.

The Student Services Office is concerned with various types of student assistance, including admissions, counseling, orientation, curriculum testing and placement, supervision of and assistance in planning student activities, part-time employment, financial aid, student government, placement of graduates, school publications, and community school relations.

COUNSELING

The major function of the guidance and counseling service at Haywood Technical Institute is to help each student utilize to the best possible advantage, the educational and vocational training available to him.

Counselors are provided for those students who are concerned about progress in their field of study or those having difficulty selecting an area of study. Counseling is also provided for students with problems of social adjustment, family situations and individual needs. A counselor is available for evening students.

TESTING SERVICE

Testing is provided at no cost to the student at Haywood Technical Institute. In addition to admissions tests, the testing program has tests available to measure aptitude, interest and achievement. Special testing is available through referral. G.E.D. (High School Equivalency) tests are administered at Haywood Technical Institute.

PLACEMENT SERVICE

Haywood Technical Institute operates the Placement Service to coordinate and direct activities concerned with assistance to graduates in the solution of their problems in connection with post-school employment. The principal function of the office is to serve as an intermediary agency between the student and prospective employers. Of greatest importance is the assembling of permanent records on each student which include academic information, work experiences, personal references, and other pertinent data which will aid prospective employers in considering students for particular positions. Persons who desire the assistance of this office in matters of placement are invited to contact Director of Student Services, Haywood Technical Institute.

HOUSING

The Institute does not have dormitory facilities. A list of available housing can be obtained by contacting:

Student Services
Haywood Technical Institute
P. O. Box 457
Clyde, North Carolina 28721

Housing accommodations are the responsibility of the student; however, all possible assistance will be provided by the Institute.

VEHICLE REGISTRATION

All vehicles driven on campus during the hours from 8 a.m. to 4 p.m. must be registered and have a parking permit properly displayed. Any violation of parking rules or traffic rules may result in a fine.

BOOKSTORE

The Institute operates a bookstore as a service to the students. This store contains necessary textbooks, supplies, school decals, jerseys, etc.

HEALTH SERVICE

First aid kits which are adequate for the treatment of minor injuries may be found in all instructional departments as well as in Student Services. In case of illness or injury requiring transportation the Student Services Office should be contacted.

LEARNING RESOURCE CENTER

The Learning Resource Center has two areas of service which are (1) Library Area (2) Media Area. There are facilities for individual and group studies.

The center is located in the modern, well-lighted A. L. Freedlander Building. Books and related media are available for each program offered at the Institute with additional general interest and reference materials.

Professionally trained personnel, clerical staff and student aides are available at all times to help the students derive the greatest benefits from the Learning Resource Center.

While the resources of the center are used primarily by students in the Institute, residents of the area served by the school, and particularly industrial and church sponsored groups, are urged to make use of the resources.

FACULTY ADVISOR

Each student is assigned an advisor who assists him in planning a schedule to meet his educational needs and advises him concerning any problem that may arise. Students are encouraged to visit their advisors periodically.

ORIENTATION

All new curriculum students enrolling at Haywood Technical Institute participate in student orientation. This program is designed to acquaint the student with the Institute environment, policies, courses, philosophy, staff and other students. Assemblies, class size groups, and student handbooks help the new student adjust more rapidly to the academic community. Students enrolling late or for the first time in subsequent quarters participate in an abbreviated orientation program and are given the opportunity for additional individual orientation.

STUDENT LOUNGE

The modern student lounge is the focal point for much of the campus social life. A place to meet and eat. The lounge contains vending food services, juke box and games; and a lounge area where the student can relax and spend his leisure moments.

SOCIAL AND CULTURAL ACTIVITIES

Haywood Technical Institute supports and encourages a variety of activities supplementing the academic program. The Student Government Association under the auspices of the Student Services Staff strives to offer a varied and worthwhile activities program.

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association at Haywood Technical Institute is the voice of the students and is the means of communication between the students and staff.

The Student Government Association meets twice each month and officers are elected annually. Student representatives (Senators) are elected from within each curriculum.

The student activity fee received from students are budgeted by the Student Government for student activities.

ATHLETICS

Haywood Technical Institute participates in inter-institutional basketball, competing with other technical institutes and community colleges in the area.

Any student at Haywood Technical Institute is eligible to try out for the varsity squad.

Mascot: Bobcat
School Colors: Columbia Blue and Light Gold

INTRAMURALS

Intramural teams composed of students from the various curricula compete in volleyball, basketball, and softball. Individual games such as ping-pong, badminton, horseshoes, chess, checkers, etc. may be scheduled at the students' request.

STUDENT PUBLICATIONS

The school yearbook is entitled "Reflections" and is published annually by students with the assistance of a staff advisor.

The Student Handbook is published as changes are needed by students with assistance of the Student Services Staff.

STUDENT ORGANIZATIONS

Haywood Technical Institute supports student organizations for the social and academic development of students. All organizations are formed through and approved by the Student Government Association. The following clubs and organizations are presently active at Haywood Technical Institute:

- Student Government Association
- Phi Beta Lambda
- Secretarial Society
- Forestry and Wildlife Club
- Horticulture Club
- Cheerleaders

STUDENT CONDUCT AND STANDARDS

Haywood Technical Institute has a genuine concern for the integrity of all students enrolled. Students are required to conduct themselves in a mature and responsible manner.

The minimum rules of conduct are laid down; the concept of a lady or a gentleman should take care of the rest.

Rules for automobiles and parking must be strictly adhered to.

1. Each student is held responsible for information published through notices and announcements placed on bulletin boards.
2. Students who negligently lose, damage, destroy, sell or otherwise dispose of school property placed in their possession or entrusted to them will be charged for the full extent of the damage or loss and subject to disciplinary action.
3. Under no condition will alcoholic beverages or narcotics be permitted in or on the school property. No one under the influence of alcohol or narcotics will be allowed on school premises. Any violation of this regulation will result in expulsion from the Institute on the first offense.
4. Students who engage in such acts as stealing, gambling, profane language, personal combat, and possession of firearms and dangerous weapons are liable to disciplinary action.
5. Smoking is prohibited in all classrooms, laboratories, and shops at all time.
6. Students are expected to make use of the disposal containers in the halls, shops, and classrooms when discarding materials.
7. Students will be expected to dress in an appropriate manner at all times.

8. Due to the amount of danger areas in the Institute, students are asked not to bring children to class with them.
9. Students must remember that when entering and leaving the school parking areas they must always proceed with caution.
10. Drinking of soft drinks, milkshakes, and coffee, as well as eating of food, is allowed only in designated areas. Drinks and food should be kept within the limits of the student lounge or out-of-doors.

SUSPENSION AND DISMISSAL

School regulations which serve to control all aspects of personal conduct must be observed. The safety, rights, and feelings of others must be respected. A student may be suspended or dismissed from the Institute for conduct or personal habits which are not in the best interest of the student, fellow students, or the Institution.

Re-admittance of dismissed students at a later date will be at the discretion of the Institute.

RIGHT OF APPEAL

Any student suspended or expelled from a class or from the school for disciplinary reasons has the right to request a review of his case through the Director of Occupational Education. Due process involved in an appeal is spelled out in the disciplinary procedures policy in both the Haywood Technical Institute Administrative Handbook and Procedures Manual.

ACADEMIC REGULATIONS

QUARTER SYSTEM

Haywood Technical Institute operates on the quarter system. Each of the four quarters per year is approximately eleven weeks in length. The Institute is in session five days a week, twelve months per year and a Haywood Technical Institute student is expected to attend all four quarters. Breaks between quarters range from three days to two weeks according to the current calendar. Classes normally meet hourly for fifty minutes with a ten minute break between classes. The number of times that a class meets each week is determined by the number of quarter hours credit given that class.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours of manipulative lab such as shop work.

REGISTRATION

All students are required to register at the beginning of each quarter of attendance. No credit can be granted for courses in which the student is not properly registered. Students attending classes for which they are not officially registered will be considered audit students and will receive neither grade nor quarter hour credit for the course. Classes missed due to late registration will be counted as absences. Registration instructions (providing needed enrollment information) will be published prior to each registration.

CHANGE OF SCHEDULE

Changes in class schedule after registration may be made only with approval of advisor, instructor of the courses involved, the Director of Student Services, and the Registrar.

The last day that courses may be added each quarter is stated on the college calendar (normally one week after registration). Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the Business Office and Registrar.

CHANGE OF CURRICULUM

A student desiring to change from one curriculum to another should consult his faculty advisor, who will then direct the student to the Registrar's Office to complete the necessary **Change of Curriculum Form.**

STUDENT LOAD

Twelve quarter hours constitutes the minimum quarterly load for full-time student status at Haywood Technical Institute. There are no restrictions as to the maximum load allowed. Those taking less than 12 credit hours are considered as part-time.

The Veterans Administration requires a minimum of 25 clock hours of attendance per week in a technical curriculum and 30 clock hours minimum in a vocational curriculum in order for the veteran to be eligible for full V.A. benefits. Less than full-time attendance lowers the V.A. benefits proportionately. Upon regional accreditation, veterans in technical programs will be considered full-time students with a minimum load of 12 quarter hours.

Social Security recipients are required a minimum of 20 clock hours per week.

No student will major in more than one curriculum at a time.

ATTENDANCE POLICY

Students are expected to attend every meeting of every class in which they are enrolled. An occasional absence from class might be unavoidable; however, such absences in no way reduce the students responsibility for meeting the requirements of the class. Class attendance records are the responsibility of the instructor and attendance and mastery of the course is the responsibility of the student.

Since the instructors first obligation is on to the on-going class, make-up work for absentees is up to the discretion of the instructor. This necessitates the student making arrangements with his instructor(s) either before an anticipated absence or immediately after an unforseen absence. An instructor is not required to assign make-up work for absences caused by reasons other than those of personal or family emergency or personal illness.

School policy requires that a student be dropped from enrollment after five (5) consecutive school days of unexplained absences from school (without regard to the number of times a specific class meets per week). It is the student's responsibility to contact his instructor(s) and/or department head before the five days are up as to the reasons for the prolonged absence if he does not wish to be officially dropped from school. It is the responsibility of the academic department to notify the registrar immediately after a student compiles five (5) unexplained absences.

Students in certain curriculums are required by outside cooperating and licensing agencies to adhere to very formal and rigid attendance rulings. It is the responsibility of the department head and/or instructors in these curriculums to make the student aware of these rulings.

GRADING SYSTEM AND QUALITY POINT AVERAGE

A quality point system is used to calculate all student scholarship standings. The grades: A, B, C, D, F, and I are used by this Institute; A is the highest grade given, D is the lowest passing grade, and F is a failing grade. A grade of "I" must be removed during the next quarter the student is enrolled in the Institute or it becomes a failure automatically. If the student does not return to school, the "I" must be removed within one year or it automatically becomes an F. An F may be removed by repeating the course and earning a better grade the second time.

Explanation of Grades and Quality Points.

A — Excellent — four quality points per quarter hour
B — Good — three quality points per quarter hour
C — Average — two quality points per quarter hour
D — Passing — one quality point per quarter hour
F — Failure — no quality points per quarter hour
I — Incomplete — no grade or quality points computed
AUD — Audit — no grade or quality points computed

WP — Withdrawal Passing — indicates that the student withdrew from a course in which he had a passing grade and that the official withdrawal took place no later than the end of the sixth (6th) week of the quarter. No quality points are computed.

WF — Withdrawal Failing — indicates that the student withdrew from a course during the first six weeks of a quarter with a failing grade at the time of withdrawal. No quality points are computed.

A student who withdraws from a course after the end of the sixth week of the quarter; will receive a grade of "F" on that course and quality points will be computed.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed.

REPEATING COURSE WORK

When a course is repeated, the last grade is recorded as the final grade for the course, and only the last hours attempted are counted in determining the student's quality point average. The first grade earned is retained as part of the permanent record, however.

TRANSFER OF CREDIT

Educational work completed by the student in other institutions may, where applicable, be credited toward the requirements of a program at Haywood Technical Institute. Transfer students are responsible for filing transcripts in Registrar's Office before their first registration. A minimum of two quarters of residence is required for graduation.

Records of previous work will be evaluated by the department head of the department in which the student is enrolled. Only courses in which a grade of "C" or better was made will be considered for transfer credit. Transfer credits will not be computed in with work completed at Haywood Technical Institute but will be shown on the student's record, and will be recorded as earned from the transferring institution.

TRANSCRIPTS

An official transcript of work at Haywood Technical Institute will be sent to any institution or employer upon request by the student without charge. No transcript will be released if the student did not officially withdraw from school or until the student's account is cleared with the Business Office.

REQUIREMENTS FOR GRADUATION

The following requirements apply to all programs. However, some departments may have additional requirements applicable only to that department. Students will be informed by representatives of any department where such requirements exist.

A student must have an overall 2.0 quality point average and have passed all required courses in order to graduate and receive a degree or diploma.

Each graduating student must make application for graduation and pay appropriate graduation fees at the beginning of the quarter of his graduation.

Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Director of Student Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises and permission will be granted at the discretion of the Director, depending upon the circumstances involved.

WITHDRAWALS FROM SCHOOL

A student desiring to withdraw from school should contact his faculty advisor or department head to obtain the necessary procedures and forms.

Failure to officially withdraw at anytime within the quarter will result in an "F" for the student on all courses for which is is enrolled and transcripts of the students records will not be released.

A student who withdraws officially from school during the quarter will be given a grade of "WP" or "WF" on all courses for which he is enrolled, according to grade status at the time of withdrawal. Quality points will not be computed nor credit given.

RE-ADMISSION

Any student who has withdrawn for any reason other than disciplinary or academic suspension is eligible to re-enter any quarter provided all debts to the institute have been paid. Because of limited facilities, quarterly scheduling, and prerequisite courses, students must have the permission of the department head of the department involved.

GRADE REPORTS

Grade reports are issued to the student as soon as they are processed at the end of the quarter. Mid-quarter grade report letters are issued if a student is failing or in danger of failing.

ACADEMIC PROBATION

The probation and suspension policy is designed to give the student every possible opportunity to be successful in his training program. Since a minimum final overall quality point average of 2.0 is required for either a diploma or degree, it is imperative that the student maintain an average close to this required minimum at all times to avoid wasting his time and money. When a student's overall quality point average falls below 2.0 (C) in any quarter, the student will be automatically placed on probation for the next quarter. Subminimum (below 2.0) work in the probation quarter will result in academic suspension for a minimum of one quarter **unless** the student's current overall quality point average is 1.85 or better in which case he may be granted another quarter of continuing probation upon the recommendation of his department head.

A student on probation who earns the required 2.0 average, or better, for the probation quarter and yet still does not have the minimum required 2.0 overall average, may be allowed another quarter of probation. When a student succeeds in raising his overall quality point average to the minimum of 2.0 or above, he is automatically off probation and is considered in good standing.

CREDIT BY EXAMINATION

At the discretion of the Institution, a student may earn credit by examination for a given course, if he can demonstrate the required level of proficiency, as a result of past studies or experience. This credit shall be based on a departmental examination which will be given with the permission of the concerned department head. Grade will be assigned by the department head according to the test results.

HONORS

Dean's List

The Dean's List is composed of students who are enrolled for a minimum of twelve (12) quarter hours of credit and have no grade below "A" on all work taken.

Honor Roll

The Honor Roll is composed of students who make at least three (3) quality points per credit hour on all work taken with no grade below "C".

AUDIT STUDENT

A student who audits a course pays the regular tuition and fees required in the course. Auditors do not take tests, examinations, or receive grades or credit and cannot later change the "Audit" to credit.

DEVELOPMENTAL STUDIES

In conjunction with the open door philosophy, Haywood Tech offers special courses in developmental studies in the areas of Math and English. The goal of the Developmental Studies Program is to provide both fundamental and advanced courses as dictated by the student needs. Students are initially recommended for developmental study courses on the basis of admissions test scores, past educational records, and admissions interviews.

The Developmental Studies Program not only serves student needs through classroom instruction, but also encompasses all services and materials in the way of programmed learning materials. The Developmental Studies Program provides the means whereby the student may prepare for the high school equivalency test, or where he or she may study for enrichment purposes or "bone" up on weak areas.

ADULT EDUCATION PROGRAMS

Haywood Technical Institute provides training in numerous subjects through its Adult Education programs. Adult classes are conducted both on campus and at various locations throughout Haywood County. These classes are designed to prepare individuals for employment, to upgrade workers already employed, for general interest and to enable adults to earn the high school equivalency certificate.

The Adult Education Department also serves area industries and public agencies by providing training for their employees. Training under the Adult Education Department can be offered at any time a need for such training is established. Full details can be obtained by contacting the Adult Education Department. Counseling services are available.

Admission Requirements

Any individual eighteen years of age or over is eligible for admission to General Adult classes, however, applicants are admitted on a first come, first served basis. Some classes have specific admission requirements; in such cases the applicant will be informed of these requirements.

Expenses

Most of the extension classes are offered without charge to the students. In some cases a small fee is charged to cover the cost of instructional supplies. Any charge should be paid at the first class session.

Insurance

School insurance is available upon request covering the student to and from school and during his stay at school.

Adult Basic Education

Adult Basic Education is provided for men and women eighteen years of age or older not currently enrolled in a public school. Its purpose is to improve the economic and social standing of adults in the community. Persons enrolled may be learning to read and write, or they may receive English, Math, Social Studies or Science; however, the main objective of the program is to prepare the individual for the G.E.D. Test, or High School Equivalency Examination.

High School Equivalency Program

Haywood Tech offers a thorough program for attaining a high school equivalency certificate. Students may choose to attend Adult Basic Education courses throughout the county, or study with programmed materials in the Developmental Studies Laboratory on the campus. Haywood Tech administers the G.E.D. test on a periodic basis throughout the year.

FOREST RESOURCES

WOOD PROCUCTS

AGRICULTURE AND BIOLOGICAL SCIENCES

ASSOCIATE DEGREE CURRICULUMS

- Forest Management Technology
- *Forest Products (Primary) Technology
- Fish and Wildlife Management Technology

DIPLOMA CURRICULUMS

- Horticulture (18 months)
- Lumber Specialist (12 months)
  - Dry Kiln Operator—Lumber Grader (9 months)
  - Planer Operator (3 months)
- Saw Filer (9 months)
- Sawyer (9 months)

*The technical Forest Products (Primary) curriculum is a program designed to train people to be supervisors of the vocational Lumber Specialist, Sawyer, and Saw Filer curricula. As an option, at the completion of the Forest Products 21-month degree program, a student may elect to take a 3-month course in **Sawyer** for which he will receive a certificate.

Forest Management Technology

The Forest Management Curriculum is designed to help students acquire technical knowledge, understandings, and abilities essential in developing and conserving forests and water resources for maximum production and income. Its objectives are to develop student understanding and ability in the principles and practices involved in the production and utilization of forests and the conservation of forest and water resources. Emphasis is on practical application and on effective ways of communicating and dealing with individual human behavior in working with the public.

Graduates should be qualified for entry into positions as forest technicians with Federal and State forestry agencies and private forest industries. The graduate will have abilities in timber cruising, marking trees, forest surveying, log and tree scaling, procuring forest products, supervising forest cutting operations, locating and maintaining forest roads, forest protection, operating forestry equipment, preparing records, and performing various related technical activities.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Hours Per Week Man. Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
T-MAT 101	Technical Mathematics	5	0	5
T-FOR 101	General Forestry	3	0	3
T-FOR 107	Tree Identification	1	6	3
T-DFT 101	Technical Drafting	0	6	2
T-WPP 101	Introduction to Utilization	0	3	1
T-SOC 110	Our National Heritage	4	0	4
		13	15	18

SECOND QUARTER

T-MAT 102	Technical Mathematics	5	0	5
T-ENG 101	Communications I	5	0	5
T-DFT 120	Topographic Drawing	2	3	3
T-FOR 103	Safety and First Aid	0	3	1
T-WLF 101	Wildlife Science	3	3	4
T-FOR 108	Tree Identification	0	3	1
		15	12	19

THIRD QUARTER

T-ENG 102	Communications II	5	0	5
T-FOR 102	Botany and Ecology	4	3	5
T-FOR 104	Basic Forest Mensuration	3	6	5
T-FOR 219	Forest Recreation	3	0	3
T-PSY 206	Applied Psychology	3	0	3
		18	9	21

FOURTH QUARTER

T-FOR 105	Soils and Climate	2	3	3
T-FOR 206	Applied Forest Mensuration	2	9	5
T-ENG 103	Report Writing	3	2	4
T-CIV 101	Surveying	2	6	4
T-FOR 215	Forest Insects and Disease	2	3	3
		11	23	19

FIFTH QUARTER

T-FOR 221	Applied Silviculture	2	3	3
T-ENG 204	Oral Communications	3	0	3
T-FOR 208	Forest Surveying	2	3	3
T-FOR 217	Forest Fire Control	2	3	3
T-FOR 216	Forest Equipment	3	3	4
T-ECO 102	Economics	3	0	3
		15	12	19

SIXTH QUARTER

T-BUS 115	Business Law	3	0	3
T-BUS 102	Typing	2	3	3
T-FOR 250	Forest Problems	2	9	5
T-FOR 212	Forest Aerial Photography Interpretation	3	6	5
		10	18	16

SEVENTH QUARTER

T-FOR 218	Forest Field Seminar	0	9	3
T-FOR 109	Artificial Reforestation	2	3	3
T-FOR 220	Marketing & Utilization	2	3	3
T-FOR 253	Forest Management	2	0	2
	Elective	3	0	3
T-BUS 110	Office Machines	2	2	3
		11	17	17

Forest Products (Primary) Technology

The Forest Products Technology Curriculum is designed to prepare students for entry into the extremely important industry of lumber production or primary wood processing. The manufacture and distribution of lumber involves the consideration of such items as building materials, veneer, ties, posts, poles, chips, and other products of a primary wood conversion nature. This field has many aspects including such activities as tree marking and harvesting; log transporting to a collection point for grading, sorting, and designation for the production of lumber; transporting to the sawmill for the steps of log breakdown, resawing, edging, trimming, rough grading, and stacking; air seasoning and kiln drying; and merchandising at the wholesale and retail levels.

Graduates of this curriculum should find numerous job opportunities with sawmill industries at the technical or mid-management levels from supervising the tree harvesting process to the various sawmill operations on to the merchandising of the primary wood products.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
T-MAT 101	Technical Mathematics	5	0	5
T-DFT 101	Technical Drafting	0	6	2
T-FOR 107	Tree Identification	1	6	3
T-FOR 101	General Forestry	3	0	3
T-WPP 101	Introduction to Utilization	3	0	3
T-SOC 110	Our National Heritage	4	0	4
		16	12	20

SECOND QUARTER

T-ENG 101	Communications I	5	0	5
T-MAT 102	Technical Mathematics	5	0	5
T-FOR 103	Safety and First Aid	0	3	1
T-ECO 102	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-WPP 209	Lumber Seasoning	3	3	4
		19	6	21

THIRD QUARTER

T-FOR 104	Basic Forest Mensuration	3	6	5
T-ENG 102	Communications II	5	0	5
T-BUS 120	Accounting	5	2	6
T-CIV 101	Surveying	2	6	4
		15	14	20

FOURTH QUARTER

T-FOR 206	Applied Forest Mensuration	2	9	5
T-ENG 103	Report Writing	3	2	4
T-FOR 208	Forest Surveying	2	3	3
T-WPP 102	Wood Identification	1	3	2
T-WPP 203	Logging I	2	3	3
T-WPP 202	Sawmill Operation I	2	3	3
		12	23	20

FIFTH QUARTER

T-WPP 212	Sawmill Operation II	4	12	8
T-WPP 204	Logging II	4	12	8
		8	24	16

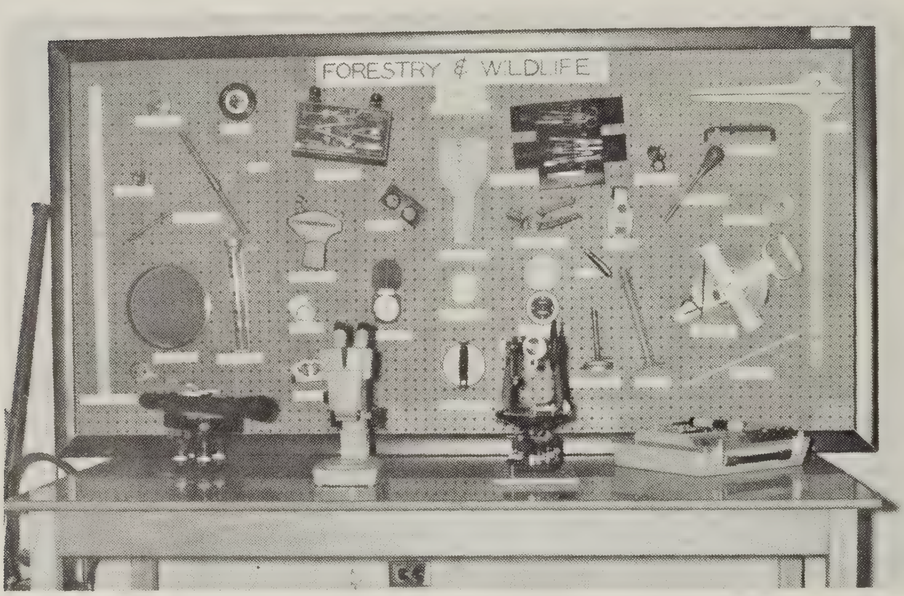
SIXTH QUARTER

T-WPP 206	Wood Fabrication	1	6	3
T-WPP 211	Blueprint Reading	3	2	4
T-WPP 207	Millwright	3	6	5
T-ENG 204	Oral Communications	3	0	3
T-WPP 201	Lumber Grading	2	3	3
		12	17	18

SEVENTH QUARTER

T-WPP 210	Analysis of Sawmill Operations	1	6	3
T-FOR 220	Marketing and Utilization	2	3	3
T-FRC 210	Public Relations	3	0	3
T-PSY 206	Applied Psychology	3	0	3
T-WPP 213	Wood Products Field Seminar	0	9	3
		9	18	15

Fish and Wildlife Management Technology



The Fish and Wildlife Management Curriculum is designed to prepare students for entry into the increasingly important field of developing, conserving, and managing fish and wildlife resources. Our early ancestors exploited fish and wildlife to the extent that many species became extinct or nearly so. Today, the extensive use of fish and wildlife resources for recreational purposes has created the need for technicians to assist the professionally prepared managers of these resources. He must possess an understanding of the principles and develop competencies in the practices involved in the production, utilization, and conservation of our fish and wildlife resources— with emphasis upon practical applications commensurate with accepted forest management practices. In addition, he must be able to communicate and deal effectively with sportsmen and others.

Graduates of this curriculum would be qualified as fish and wildlife management technicians with such agencies as the U. S. Fish and Wildlife Service and the N. C. Wildlife Resources Commission as well as various private enterprises. They will have abilities in survey and census techniques, habitat improvement, and in assisting the professional wildlife manager in the discharge of his duties as they relate to the proper management and regulation of fish and wildlife resources.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week		Qtr. Hrs.
FIRST QUARTER		Lec	Man. Lab.	Credit
T-MAT 101	Technical Mathematics	5	0	5
T-FOR 101	General Forestry	3	0	3
T-FOR 107	Tree Identification	1	6	3
T-DFT 101	Technical Drafting	0	6	2
T-WWP 101	Introduction to Utilization	3	0	3
T-SOC 110	Our National Heritage	4	0	4
		16	12	20

SECOND QUARTER

T-MAT 102	Technical Mathematics	5	0	5
T-ENG 101	Communications I	5	0	5
T-DFT 120	Topographic Drawing	2	3	3
T-FOR 103	Safety and First Aid	0	3	1
T-WLF 101	Wildlife Science	3	3	4
T-WLF 103	Introduction to Zoology	3	3	4
		18	12	22

THIRD QUARTER

T-ENG 102	Communications II	5	0	5
T-FOR 102	Botany and Ecology	4	3	5
T-FOR 104	Basic Forest Mensuration	3	6	5
T-FOR 219	Forest Recreation	3	0	3
T-WLF 204	Field Crops	2	3	3
		17	12	21

FOURTH QUARTER

T-FOR 105	Soils and Climate	2	3	3
T-FOR 206	Applied Forest Mensuration	2	9	5
T-ENG 103	Report Writing	3	2	4
T-WLF 207	Basic Fishery Science	2	3	3
T-WLF 104	Introduction to Mammalogy	3	3	4
		12	20	19

FIFTH QUARTER

T-FOR 221	Applied Silviculture	2	3	3
T-ENG 204	Oral Communications	3	0	3
T-WLF 106	Introduction to Ornithology	3	3	4
T-WLF 107	Wildlife Surveying	2	6	4
T-WLF 203	Insects and Disease	2	3	3
		12	15	17

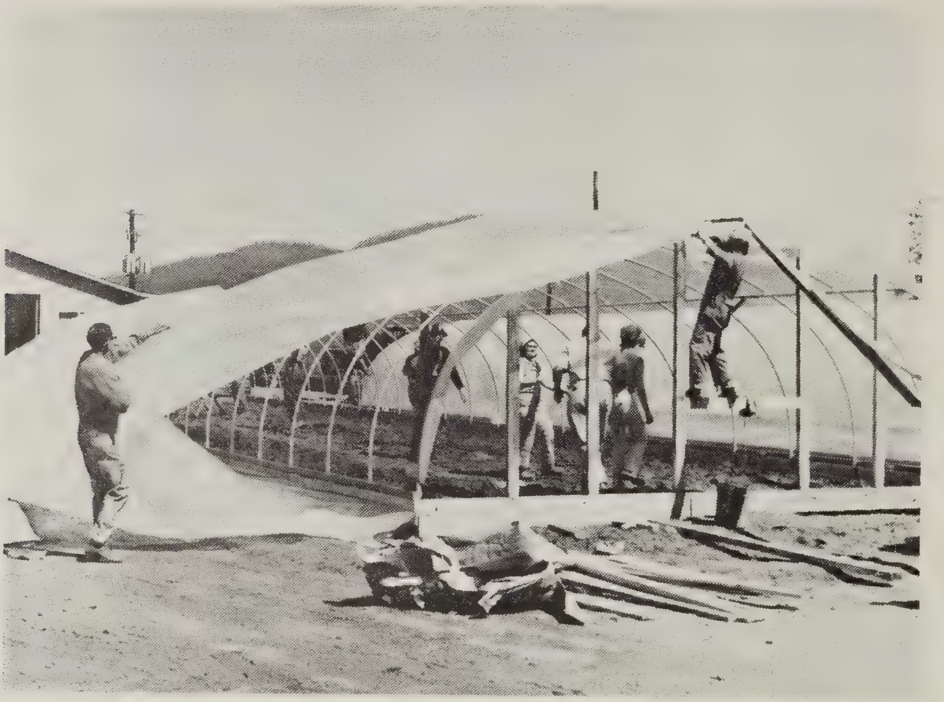
SIXTH QUARTER

T-BUS 115	Business Law	3	0	3
T-BUS 102	Typing	2	3	3
T-WLF 205	Terrestial Wildlife Ecology	2	3	3
T-WLF 202	Wildlife Habitat Manipulation	2	3	3
T-WLF 206	Wildlife Aerial Photography Interpretation	3	3	4
T-WLF 210	Aquatic Wildlife Ecology	3	0	3
		15	12	19

SEVENTH QUARTER

T-WLF 209	Wildlife Field Seminar	0	9	3
T-WLF 208	Survey, Census, & Inventory Techniques	1	6	3
	Elective	1	6	3
T-WLF 201	Biopolitics	2	0	2
T-PSY 206	Applied Psychology	3	0	3
		7	21	14

Horticulture



This specialized program is designed to offer interested individuals extensive instruction and experience in the field of Horticulture with a minimum expenditure of time and money.

Students participating in this program will receive practical and theoretical training in the following subject areas: soils and fertilizers, agricultural chemicals, plant propagation, greenhouse construction and management, plant growth and development, bookkeeping marketing and all phases of the production of flowers, vegetables, fruits, bedding plants, potted plants, nursery stock and turf grasses. Upon completion of their training, students will be well qualified to either set up and operate their own horticulture enterprise or work in a supervisory capacity for the various horticultural concerns which continually employ individuals with the training and experience that can be obtained by participating in this curriculum.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Hours Per Week Man. Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
HOR 1001	Plant Growth and Development	4	3	5
HOR 1002	Soils and Fertilizers	2	3	3
HOR 1003	Greenhouse Construction & Heating	1	3	2
BUS 1004	Marketing	3	0	3
HOR 1005	Vegetable Production I	3	9	6
		13	18	19

SECOND QUARTER

HOR 1006	Vegetable Production II	3	6	5
HOR 1010	Floriculture I	3	9	6
HOR 1015	Horticultural Bookkeeping I	5	0	5
HOR 1020	Fruit Production I	3	3	4
		14	18	20

THIRD QUARTER

HOR 1007	Vegetable Production III	3	6	5
HOR 1011	Floriculture II	3	6	5
HOR 1016	Horticultural Bookkeeping II	5	0	5
HOR 1018	Sprays, Spraying, and Fumigating Plants	3	0	3
AHR 1101	Automotive Air Conditioning	3	3	4
		17	15	22

FOURTH QUARTER

BUS 1022	Business Communications	3	2	4
HOR 1012	Floriculture III	3	6	5
HOR 1023	Plant Propagation	3	6	5
HOR 1024	Nursery Production and Management	3	6	5
		14	18	19

FIFTH QUARTER

HOR 1008	Vegetable Production IV	0	6	2
HOR 1013	Floriculture IV	0	6	2
HOR 1025	Turf Management	3	3	4
HOR 1026	Ornamental Plants	3	6	5
HOR 1021	Fruit Production II	2	3	3
		8	24	16

SIXTH QUARTER

HOR 1009	Vegetable Production V	0	9	3
HOR 1014	Floriculture V	0	6	2
HOR 1029	Landscape Design	3	9	6
BUS 1028	Business Law	3	0	3
		6	24	14

Lumber Specialist

This curriculum is designed to provide the student with the technical and practical knowledge, understanding and skills, necessary to become a Lumber Inspector, Dry Kiln Operator, and Planing Machine Operator. The Lumber Inspector determines the species, quality, and volume of each piece of lumber. As a Kiln Operator, he must have the understanding of the physical properties of wood with respect to quality and seasoning, and have the competency to operate a Dry Kiln. As a Planer Operator, he must be able to set up and operate a Planer, with four cutting heads, to surface and size lumber and to cut tongues, grooves, bevels, beads, or molding patterns in one operation. Included in the training are fundamentals of the seasoning of wood and basic knowledge of lumber grades.

A graduate of this curriculum should be qualified to assume the position of an apprentice Lumber Inspector, Dry Kiln Operator, and Planer Machine Operator and have the abilities and understanding necessary to become skilled in all three of these fields.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Hours Per Week Man. Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
WPP 1202	Introduction to Hardwood Lumber Grading	10	3	11
WPP 1204	Wood Identification	3	3	4
WPP 1203	Introduction to Dry Kiln Operation	2	3	3
WPP 1207	Lumber Yard Layout	2	3	3
WPP 1209	Basic Lumber Seasoning and Handling	3	8	6
		20	20	27
SECOND QUARTER				
WPP 1205	NHLA Rule Application	9	6	11
WPP 1208	Hardwood Grading Practice	0	9	3
WPP 1210	Log Grading and Scaling	2	3	3
WPP 1206	Dry Kiln Operation I	5	6	7
		16	24	24
THIRD QUARTER				
WPP 1201	Basic Structure of Wood	3	1	3
WPP 1212	Introduction to Pine Grading	10	3	11
WPP 1213	Pine Grade Application	0	12	4
WPP 1211	Dry Kiln Operation II	2	3	3
WPP 1214	High Speed Kiln Operation	3	3	4
		18	22	25
FOURTH QUARTER				
WPP 1401	Design and Function of Planer	3	6	5
WPP 1402	Planer Mill Setup	1	3	2
WPP 1404	Lumber Dimension (Surfacing & Sizing)	0	3	1
WPP 1407	Planer Knife Grinding & Jointing	1	4	2
WPP 1408	Planer Feeds and Speeds	3	0	3
WPP 1410	Planer Mill Operation	1	15	6
		9	31	19

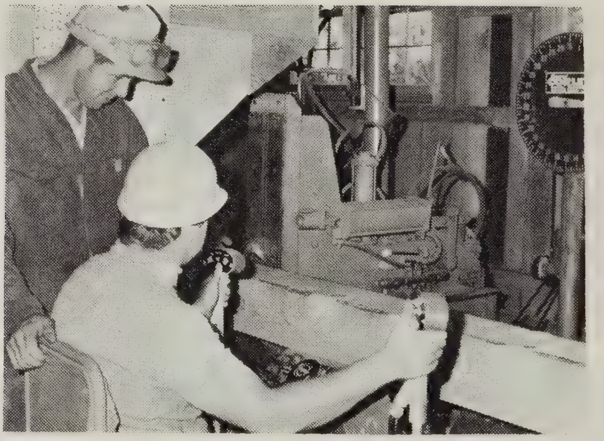
Saw Filer

This curriculum is designed to provide the student with the technical and practical knowledge, understandings, and skills necessary to become a skilled filer and maintainer of saws. A highly skilled craftsman, the saw filer has much to contribute toward the efficient and profitable operation of a sawmill.

A graduate of this curriculum should be qualified to assume the responsibilities of an apprentice saw filer and have the abilities and understandings necessary to continue on-the-job experiences until he acquires the necessary art and skill of an accomplished saw filer.

QUARTER & COURSE #	COURSE TITLE			
FIRST QUARTER				
WLD 1129	Basic Welding and Cutting	0	3	1
WPP 1101	General Sawmill Information	5	6	7
WPP 1102	Introduction to Saw Filing	4	6	6
WPP 1103	Introduction to Carbide Tipping	3	3	4
WPP 1104	Saw Fitting and Benching No. I	7	3	8
		19	21	26
SECOND QUARTER				
WPP 1105	Sawmill Feeds and Speeds	3	0	3
WPP 1106	Saw Fitting and Benching No. II	7	12	11
WPP 1107	Basic Saw Welding	3	6	5
WPP 1108	Carbide Tipping Saws No. I	3	6	5
		16	24	24
THIRD QUARTER				
WPP 1109	Saw Filing for Production Sawing	5	6	7
WPP 1110	Saw Welding	1	6	3
WPP 1111	Chipper and Planer Knife Sharpening	3	6	5
WPP 1112	General Trouble Shooting	6	3	7
WPP 1113	Carbide Tipping Saws No. II	2	2	3
		17	23	25

Sawyer



This curriculum is designed to provide the student with the technical and practical knowledge, understandings, and skills essential to become a sawyer. The operator of the log saw, the key person in a sawmill operations, must possess a practical understanding of sawmill operations and the interrelationships of logs and lumber.

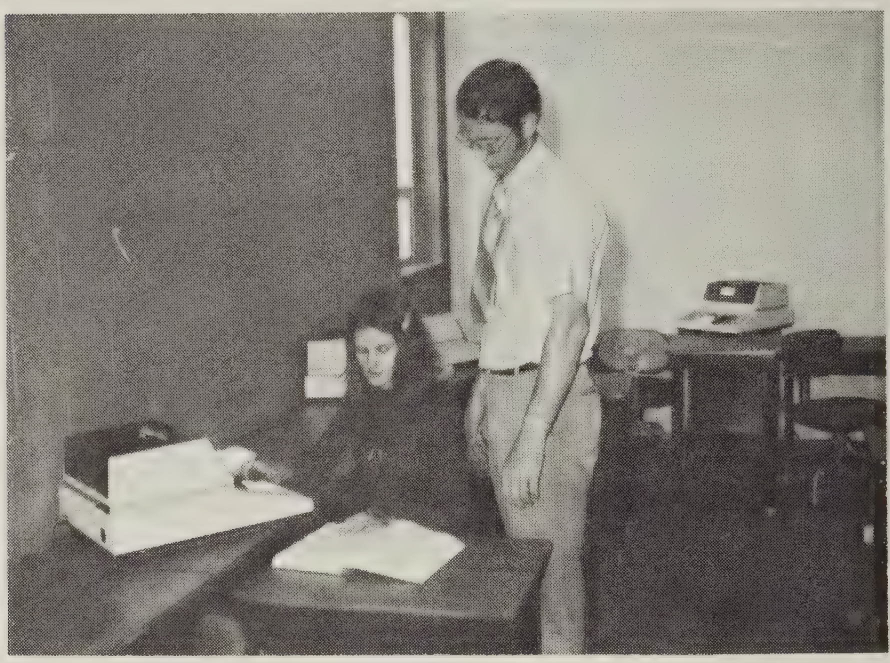
A graduate of this curriculum should be qualified to assume the responsibilities of an apprentice sawyer and have the abilities and understandings necessary to continue on-the-job experiences until the skills of an accomplished sawyer have been attained.

QUARTER & COURSE #	COURSE TITLE			
FIRST QUARTER				
WPP 1301	Sawmill Layout	3	3	4
WPP 1302	Sawing Principles	3	4	5
WLD 1129	Basic Welding & Cutting	0	3	1
WPP 1303	Millwright I	3	3	4
WPP 1304	Introduction to Lumber Grading	3	6	5
WPP 1305	Sawmill Machinery and Equipment	3	3	4
		15	22	23
SECOND QUARTER				
WPP 1306	Introduction to Saw-Filing	3	8	6
WPP 1307	Millwright II	1	3	2
WPP 1308	Pre-Sawing	2	8	5
WPP 1310	Edging and Trimming	3	8	6
WLD 1123	Inert Gas Welding	0	4	1
		9	31	20
THIRD QUARTER				
WPP 1309	Sawing-Grade Recovery & Quality Control	5	12	9
WPP 1311	Production Sawing	2	12	6
WPP 1312	Sawmill Operation Practice	3	6	5
		10	30	20

BUSINESS TECHNOLOGIES

ASSOCIATE DEGREE CURRICULUMS
- Business Administration Technology
- Executive Secretarial Technology
- Medical Office Assistant Technology

Business Administration Technology



The Business Administration Curriculum is designed to prepare the student for employment in one of many occupations common to business. Training is aimed at preparing the student in every phase of administrative work that might be encountered in the average business. Objectives of this curriculum are to develop an understanding of the principles of organization and management in business operations, effective communications for business, and human relations as they apply to the successful operations in the rapidly expanding business economy.

The graduate of the Business Administration Curriculum may enter a variety of careers from beginning sales person or office clerk to manager trainee. The duties and responsibilities of this graduate may include: making up and filing reports, tabulating and posting data in various books, sending out bills, checking calculations, adjusting complaints, operating various office machines, and assisting managers in supervising. Positions are available in business such as advertising; banking; credit; finance; retailing; wholesaling; hotel; tourist and travel industry; insurance; transportation; and communications.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
T-ENG 101	Communications I	5	0	5
T-BUS 102	Typewriting	2	3	3
T-BUS 101	Introduction to Business	5	0	5
T-ECO 102	Economics	3	0	3
		15	3	16

SECOND QUARTER

T-MAT 110	Business Math	3	2	4
T-ENG 102	Communications II	5	0	5
T-ECO 104	Economics	3	0	3
T-BUS 115	Business Law	3	0	3
T-BUS 245	Personnel Management	3	0	3
		17	2	18

THIRD QUARTER

T-BUS 120	Accounting	3	2	4
T-BUS 116	Business Law	3	0	3
T-BUS 239	Marketing	3	2	4
T-BUS 112M	Business Etiquette	2	2	3
		11	6	14

FOUR QUARTER

T-BUS 121	Accounting	3	2	4
T-BUS 110	Office Machines	2	3	3
T-ENG 103	Business Report Writing	3	2	4
T-BUS 232	Sales Development	3	2	4
T-BUS 235	Business Management	3	0	3
		14	9	18

FIFTH QUARTER

T-BUS 122	Accounting	3	2	4
T-BUS 243	Advertising	3	2	4
T-BUS 211B	Office Machines	2	3	3
T-ECO 108	Consumer Economics	3	0	3
		11	7	14

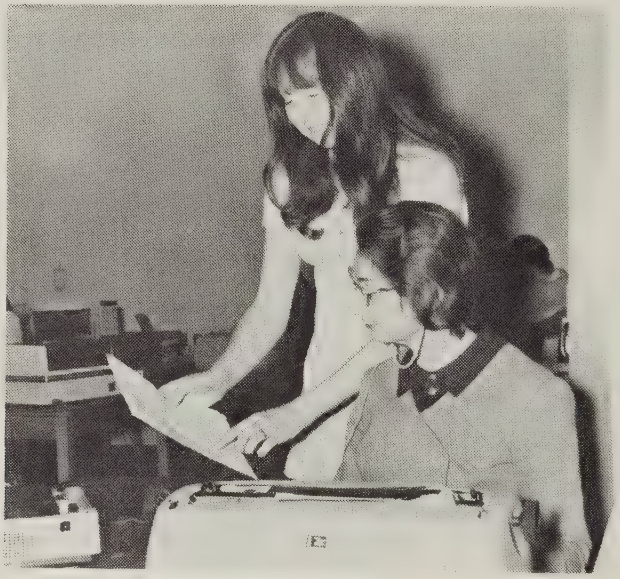
SIXTH QUARTER

T-ENG 204	Oral Communications	3	0	3
T-BUS 229	Taxes	3	2	4
T-BUS 271	Office Management	3	0	3
T-BUS 272	Supervision	3	0	3
T-PSY 206	Applied Psychology	3	0	3
		15	2	16

SEVENTH QUARTER

T-BUS 217	Business Administration Simulation	10	20	20
		93	49	116

Executive Secretarial Technology



The purpose of the Executive Secretary Curriculum is to provide students with training in the accepted procedures required by the business world. It is designed to give students the necessary secretarial training in typing, dictation, transcription, and terminology for employment. The special training in secretarial subjects is supplemented by related courses in mathematics, accounting, business law, and personality development.

The graduate may be employed as a stenographer or a secretary. Stenographers are primarily responsible for taking dictation and transcribing letters, memoranda, and reports. The secretary, in addition to taking dictation and transcribing, is given more responsibility in connection with meeting office callers, screening telephone calls, and assisting an executive. She may enter a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.

QUARTER & COURSE #	COURSE TITLE			
FIRST QUARTER				
T-BUS 102	Typewriting	2	3	3
T-BUS 106	Shorthand	3	2	4
T-ENG 101	Communications I	5	0	5
T-BUS 101	Introduction to Business	5	0	5
		15	5	17

SECOND QUARTER

T-ENG 102	Communications II	5	0	5
T-BUS 103	Typewriting	2	3	3
T-BUS 107	Shorthand	3	2	4
T-MAT 110	Business Math	3	2	4
T-BUS 115	Business Law	3	0	3
		16	7	19

THIRD QUARTER

T-BUS 104	Typewriting	2	3	3
T-BUS 108	Shorthand	3	2	4
T-BUS 120	Accounting	3	2	4
T-BUS 112W	Business Etiquette	2	2	3
		10	9	14

FOURTH QUARTER

T-ENG 205	Business Communications I	3	2	4
T-BUS 206E	Dictation and Transcription	3	2	4
T-BUS 205	Advanced Typewriting	2	3	3
T-BUS 110	Office Machines	2	3	3
T-BUS 121	Accounting	3	2	4
		13	12	18

FIFTH QUARTER

T-ENG 206	Business Communications II	3	0	3
T-BUS 207E	Dictation and Transcription	3	2	4
T-BUS 122	Accounting	3	2	4
T-BUS 211E	Office Machines	2	3	3
T-BUS 112	Records Management	3	0	3
		14	7	17

SIXTH QUARTER

T-BUS 216	Executive Secretarial Simulation	10	20	20

SEVENTH QUARTER

T-ECO 108	Consumer Economics	3	0	3
T-ENG 204	Oral Communications	3	0	3
T-PSY 206	Psychology	3	0	3
T-BUS 208E	Dictation and Transcription	3	2	4
		12	2	13
		90	62	118

Medical Office Assistant Technology

The role of the Medical Assistant is becoming more significant and responsible since the physician today relies more on this person assisting him in the office, clinic or out-patient department.

The program provides a foundation of knowledge from the biological and social sciences. The seminar and the clinical experience provide opportunities to develop human relations skills, to gain an overview of the functions performed in the various clinical settings, and to develop understanding of the role of the medical assistant.

After completion of a program, which is approved by the American Association of Medical Assistants, the applicant can take the national certification examination and become a certified medical assistant.

The duties include preparing patients for the physician's examination, cleaning and sterilizing supplies, preparing the examining room, assisting in the collection of specimens, performing routine laboratory tests, x-ray procedures, and assisting with or carrying out treatment prescribed by the physician. If the medical assistant is the only assistant in the physician's office, she may receive patients, make appointments, complete insurance forms, collect fees, type business letters and assist in keeping medical records.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Lab.	Qtr. Hrs. Credit
FIRST QUARTER				
T-BUS 106	Shorthand	3	2	4
T-BUS 102	Typewriting	2	3	3
T-ENG 101	Communications I	5	0	5
T-MOA 103	Orientation to Medical Assisting	3	0	3
T-MAT 110	Business Math (Lab)	3	2	4
		16	7	19

SECOND QUARTER

T-BUS 107	Shorthand	3	2	4
T-BUS 103	Typewriting	2	3	3
T-ENG 102	Communications II	5	0	5
T-BIO 125	Anatomy & Physiology	4	2	5
T-HEA 123	Medical Terminology & Vocabulary	3	0	3
		17	7	20

THIRD QUARTER

T-BUS 108	Shorthand	3	2	4
T-BUS 104	Typewriting	2	3	3
T-BUS 120	Accounting	3	2	4
T-BIO 135	Anatomy & Physiology	4	2	5
T-HEA 133	Medical Terminology & Volcabulary	3	0	3
		15	9	19

FOURTH QUARTER

T-ENG 210	Contemporary Business Literature	3	0	3
T-BUS 205	Advanced Typewriting	2	3	3
T-ENG 206	Business Communications I	3	2	4
T-BUS 121	Accounting	3	2	4
T-BUS 213	Medical Transcription & Office Machines	1	4	3
		12	11	17

FIFTH QUARTER

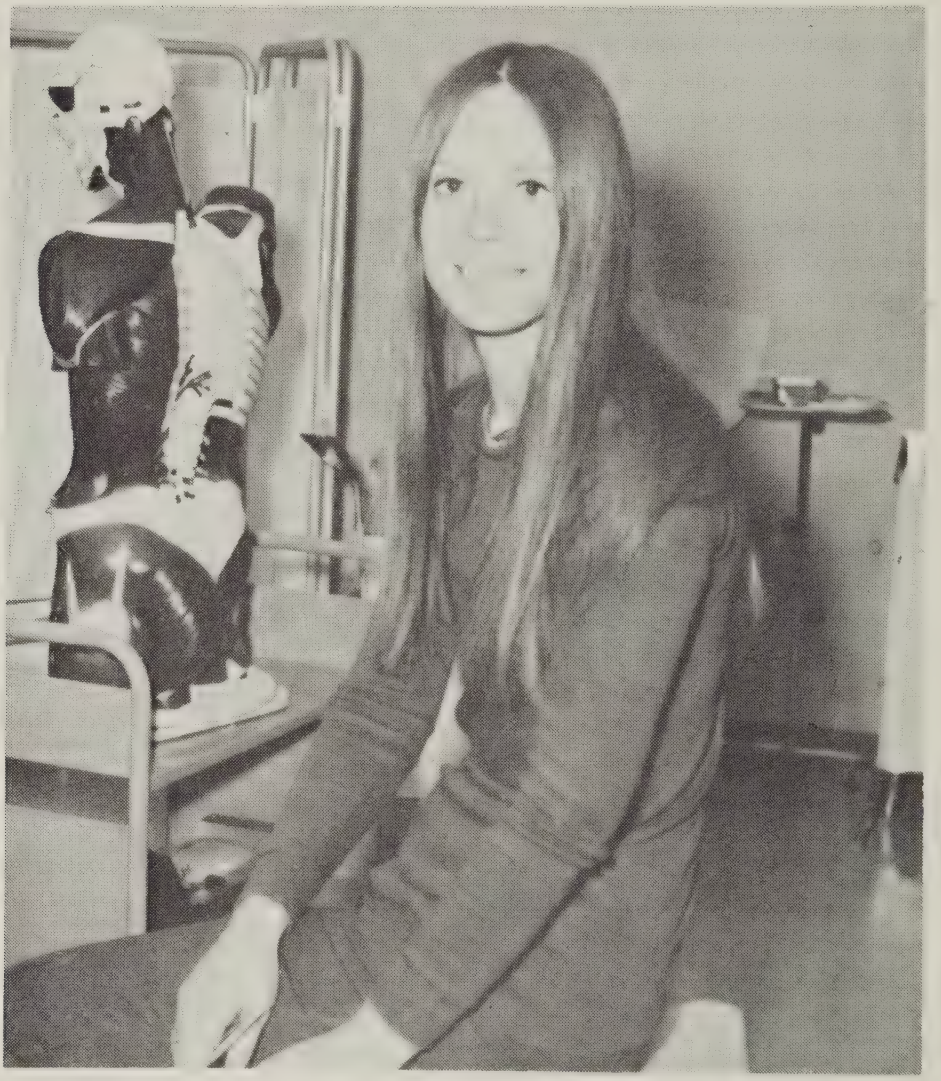
T-BUS 202	Medical Insurance & Records	1	3	2
T-ENG 103	Business Communications II	3	0	3
T-MOA 214	Medical Office Assisting I	2	6	5
T-MLA 214	Laboratory Orientation I	2	6	5
T-MOA 218	Medical Law & Ethics	3	0	3
		11	15	18

SIXTH QUARTER

T-PSY 206	Applied Psychology	3	0	3
T-BUS 112	Records Management	3	0	3
T-ENG 204	Oral Communications	3	0	3
T-MOA 225	Medical Office Assisting II	2	6	5
T-MLA 225	Laboratory Orientation II	2	6	5
		13	12	19

SEVENTH QUARTER

T-ECO 108	Consumer Economics	3	0	3
T-MOA 238	Medical Office Assisting III Practicum	0	24	8
T-MOA 233	Medical Office Assisting Seminar	4	0	4
		7	24	15
		95	85	127



HEALTH OCCUPATIONS

DIPLOMA CURRICULUM
Practical Nurse Education

CERTIFICATE PROGRAM
Operating Room Assistant

Practical Nurse Education

The accelerated growth of population in North Carolina and rapid advancement in medical technology demand an increased number of well-trained personnel for health services. Realizing this need, State Department of Community Colleges, in conjunction with local hospitals, administers programs of practical nurse education in local school systems, community colleges and technical institutes.

The aim of the Practical Nurse Education program is to prepare qualified persons for participation in care of patients of all ages, in various states of dependency, and with a variety of illness conditions.

Throughout the one year program, the student is expected to progress in the acquisition of knowledge, the performance of nursing skills, and adjustment to the nursing situation.

Graduates of this accredited program of practical nurse education are eligible to take the licensing examination given by the North Carolina Board of Nursing. A passing score entitles the individual to receive a license and to use the legal title "Licensed Practical Nurse." The Licensed Practical Nurse can apply for licensure in other states.

The LPN is prepared to function in a variety of situations: hospitals of all types, nursing homes, clinics, doctors' and dentists' offices and, in some localities, public health facilities. In all situations the LPN functions under supervision of a registered nurse or licensed physician. This supervision may be minimal in situations where the patient's condition is stable and not complex; or it may consist of continuous direction in situations requiring the knowledge and skills of the registered nurse or physician. In the latter situation, the LPN may function in an assisting role in order to avoid assuming responsibility beyond that for which the one-year program can prepare the individual.

FIRST QUARTER (Prerequisite: Admission Requirements)

		Hours Per Week			Qtr. Hrs
		Class	Lab	Coinical	Credit
PNE 1101	Vocational Adjustments I	4	0	0	4
PNE 1102	Body Structure & Function	5	4	0	7
PNE 1103	Nursing Skills	5	5	0	7
PNE 1104	Nutrition & Diet Therapy	4	0	0	4
		18	9	0	22

SECOND QUARTER (Prerequisite: First Quarter Work)

		Class	Lab	Coinical	Credit
PNE 1105	Medical—Surgical Nursing I	6	2	0	7
PNE 1106	Nursing Care of Children I	6	0	0	6
PNE 1107	Nursing Care of Mother and Newborn I	3	0	0	3
PNE 1108	Drugs and Administration I	3	0	0	3
PNE 1109	Clinical I	0	0	14	5
		18	2	14	24

THIRD QUARTER (Prerequisite: Second Quarter Work)

PNE 1110	Medical—Surgical Nursing II	5	0	0	5
PNE 1111	Nursing Care of Children II	2	0	0	2
PNE 1112	Nursing Care of Mother and Newborn II	2	0	0	2
PNE 1113	Drugs and Administration II	2	0	0	2
PNE 1114	Communicable Diseases	2	0	0	2
PNE 1115	Clinical II	0	0	21	7
		13	0	21	20

FOURTH QUARTER (Prerequisite: Third Quarter Work)

PNE 1116	Medical Surgical Nursing III	7	0	0	7
PNE 1117	Emergency & Disaster Nursing	2	0	0	2
PNE 1118	Vocational Adjustments II	2	0	0	2
PNE 1119	Mental Dosorders	2	0	0	2
PNE 1120	Clinical III	0	0	21	7
		13	0	21	20

Operating Room Assistant

The Operating Room Assistant is a selected person who is prepared to assist professional personnel in medical areas directly concerned with sterile technique. Most of the graduates of this curriculum will probably be employed in the operating room of a hospital, but opportunities also exist in recovery rooms, emergency rooms, wards, intensive care units, and obstetrics.

Functions of the assistant include scrubbing for surgery, assisting nurses and surgeons during operations, sterilizing and packaging equipment, and cleaning up after operations. These jobs stress manual aptitudes more than academic. But because the assistant is involved in lifesaving work constantly, a high degree of common sense, responsibility, and dedication is required. Emotional stability, patience, and attention to minute detail are characteristics that must be part of the operating room assistant.

FIRST QUARTER

SUR 1101	Principles of Operating Room Technique	9	6	11
SUR 1102	Anatomy and Physiology	8	3	9
SUR 1103	Microbiology	3	6	5
		20	15	25

SECOND QUARTER

SUR 1104	Surgical Procedures	10	0	10
SUR 1105	Clinical Practice	0	25	8
		10	25	18

INDUSTRIAL

DIPLOMA CURRICULUMS

- Air Conditioning, Heating and Refrigeration
- *Auto Body Repair
- Automotive Mechanics
- Carpentry and Cabinetmaking
- Electrical Installation and Maintenance
- *Masonry (Bricklaying)
- *Small Engine and Equipment Repairs
- *Welding

* At present, these curriculums are being taught only at night on a part-time basis. Any time student demand is sufficient, these curriculums will also be taught on a full-time day basis.

Air Conditioning, Heating, and Refrigeration

The Air Conditioning and Refrigeration Service Curriculum is designed to give students a working knowledge of all types of mechanical equipment used in order to install, trouble shoot, and service them. The students learn the principles of air conditioning and refrigeration mechanisma and their controls. He learns to read blueprints, to fabricate sheet metal ducts, and to adjust automatic controls.

Positions are found in sales and service to install, maintain, and repair equipment. There are installation jobs with contractors of commercial and industrial buildings, and maintenance jobs with hotels and office buildings.

COURSE NO.	COURSE TITLE	Hours Per Week Class	Hours Per Week Lab	Qtr. Hrs. Credit
FIRST QUARTER				
AHR 1121	Principles of Refrigeration	5	15	10
DFT 1104	Blueprint Reading, Mechanical	0	3	1
MAT 1101	Fundamentals of Mathematics	2	0	2
ELC 1111	Basic Electricity	5	0	5
ENG 1102	Communication Skills	3	0	3
WLD 1129	Basic Welding & Cutting	0	3	1
		15	21	22
SECOND QUARTER				
AHR 1122	Domestic & Commercial Refrigeration	5	12	9
ELC 1102	Applied Electricity	5	3	6
DFT 1116	Blueprint Reading, Air Conditioning	1	3	2
PSY 1101	Human Relations	3	0	3
		14	18	20
THIRD QUARTER				
AHR 1123	Principles of Air Conditioning	3	18	9
AHR 1128	Automatic Controls	3	6	5
BUS 1103	Small Business Operations	3	0	3
		9	24	17
FOURTH QUARTER				
AHR 1124	Air Conditioning & Refrigeration Servicing	3	9	6
AHR 1126	All-Year Comfort Systems	3	6	5
MEC 1120	Duct Construction & Maintenance	3	9	6
		9	24	17

Auto Body Repair

The field of Automotive Body Repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the students' time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on the job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, and hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. They also make tests on and repair engine cooling systems. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, cut, fit, and install glass. They are required to remove and install interior trim; cut, sew, and install headings and seat covers; repair and replace upholstery and fabric tops of vehicles; and rebuild springs and padding. This type of employment includes reading and interpreting blueprints, charts, instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own business or become body shop foremen, supervisors, or managers.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Shop	Qtr. Hrs. Credit
FIRST QUARTER				
MAT 1101	Fundamentals of Math	2	0	2
AUT 1111	Auto Body Repair	5	18	11
ENG 1102	Communication Skills	3	0	3
WLD 1129	Basic Welding & Cutting	0	3	1
		10	21	17
SECOND QUARTER				
PSY 1101	Human Relations	3	0	3
AUT 1112	Auto Body Repair	5	18	11
WLD 1105	Auto Body Welding	0	3	1
DFT 1101	Schematics and Diagrams; Power Mechanics	0	3	1
		8	24	16
THIRD QUARTER				
BUS 1103	Small Business Operations	3	0	3
AUT 1113	Metal Finishing and Painting	3	12	7
AUT 1115	Trim, Glass and Radiator Repair	2	12	6
		8	24	16
FOURTH QUARTER				
AUT 1114	Body Shop Applications	5	25	13
		5	25	13

Automotive Mechanics

The Auto Mechanics Curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair, and adjust automotive vehicles. Manual skills are developed in practical shop work. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussions, and shop practice.

Automobile mechanics maintain and repair mechanical, electrical, and body parts of passenger cars, trucks, and buses. In some communities and rural areas, they also may service tractors or marine engines and other gasoline-powered equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating conditions and use shop manuals and other technical publications as references for technical data.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week		Qtr. Hrs.
		Lec	Shop	Credit
FIRST QUARTER				
PME 1101	Internal Combustion Engines	5	21	12
ENG 1102	Communication Skills	3	0	3
MAT 1101	Fundamentals of Math	2	0	2
PME 1226	Automobile Servicing I	0	3	1
		10	24	18
SECOND QUARTER				
PME 1102	Engine Electrical & Fuel Systems	5	21	12
DFT 1101	Schematics & Diagrams (Power Mechanics)	3	0	3
PSY 1101	Human Relations	3	0	3
PME 1226	Automobile Servicing II	0	3	1
		11	24	19
THIRD QUARTER				
AUT 1123	Automotive Chassis & Suspension Systems	3	15	8
AUT 1121	Braking Systems	3	9	6
BUS 1103	Small Business Operations	3	0	3
PME 1226	Automobile Servicing III	0	3	1
		9	27	18
FOURTH QUARTER				
AUT 1125	Automotive Servicing	3	12	7
PME 1203	Automotive Engine Tune-up	3	12	7
PME 1226	Automobile Servicing IV	0	3	1
		6	27	15
FIFTH QUARTER				
AUT 1124	Automotive Power Train Systems	5	18	11
WLD 1129	Basic Welding & Cutting	0	3	1
AHR 1101	Automotive Air Conditioning	3	3	4
PME 1226	Automobile Servicing V	0	3	1
		8	27	17

SIXTH QUARTER

PME 1224	Advanced Automatic Transmissions	5	18	11
PME 1226	Automobile Servicing VI	3	6	5
		8	24	16

Carpentry and Cabinetmaking

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in Carpentry is designed to train the individual to enter the trade with a background in both shop and skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter, and finish carpenter.

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wall board and other materials, using carpenters handtools and powertools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Shop	Qtr. Hrs. Credit
FIRST QUARTER				
WLD 1129	Basic Welding and Cutting	0	3	1
CAR 1101	Carpentry	5	18	11
DFT 1110	Blueprint reading (Building Trades)	0	3	1
MAT 1101	Fundamentals of Math	2	0	2
ENG 1102	Communication Skills	3	0	3
		10	24	18
SECOND QUARTER				
CAR 1103	Carpentry Framing	5	18	11
DFT 1111	Blueprint Reading & Sketching	0	3	1
CAR 1114	Building Codes	3	0	3
PSY 1101	Human Relations	3	0	3
		11	21	18

THIRD QUARTER				
CAR 1104	Carpentry Finishing	5	24	13
BUS 1103	Small Businss Operations	3	0	3
		8	24	16
FOUR QUARTER				
CAR 1102	Carpentry Millwork & Cabinetmaking	5	21	12
CAR 1113	Carpentry: Estimating	5	0	5
		10	21	17

Electrical Installation and Maintenance

The Electrical Installation and Maintenance Curriculum is designed to provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is laboratory and shop instruction designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the Electrical Installation and Maintenance curriculum is qualified to enter an electrical trade as an on-the-job trainee or apprentice, assisting in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants.

QUARTER & COURSE #	COURSE TITLE			
FIRST QUARTER				
WLD 1129	Basic Welding and Cutting	0	3	1
ELC 1112	Direct and Alternating Current	5	18	11
MAT 1115	Electrical Math	5	0	5
ENG 1102	Communication Skills	2	0	2
		12	21	19
SECOND QUARTER				
ELC 1113	Direct and Alternating Current &Controls	5	18	11
MAT 1116	Electrical Math	5	0	5
PSY 1101	Human Relations	3	0	3
		13	18	19
THIRD QUARTER				
ELC 1124	Residential Wiring	5	9	8
ELN 1118	Industrial Electronics	5	6	7
DFT 1113	Blueprint Reading Electrical	0	3	1
BUS 1103	Small Business Operations	2	0	2
		12	18	18
FOURTH QUARTER				
ELN 1119	Industrial Electronics	5	9	8
ELC 1125	Commercial and Industrial Wiring	5	12	9
		10	21	17

Masonry (Bricklaying)

Masons are the craftsmen in the building trades that work with artificial stone, brick, concrete masonry units, stone and the like. During the past decade there has been a steady increase in the demand for these craftsmen. As building construction continues to increase the demand for bricklayers, cement masons, and stone masons will also increase.

This curriculum in Masonry is designed to train the individual to enter the trade with the knowledge and basic skills that will enable him to perform effectively. He must have a knowledge of basic mathematics, blueprint reading and masonry technology. He must know the methods used in layout for a masonry job with specific reference to rigid insulation, refractories, and masonry units specified for residential, commercial and industrial construction.

Most employment opportunities for masons may be found with contractors in new building construction. However, a substantial proportion of masons are self-employed or work with contractors doing repair, alteration, or modernization work.

Most masons are employed by contractors in the building construction field to lay brick and blocks made of tile, concrete, glass, gypsum or terra cotta. Also, he constructs or repairs walls, partitions, arches, sewers, furnaces and other masonry structures.

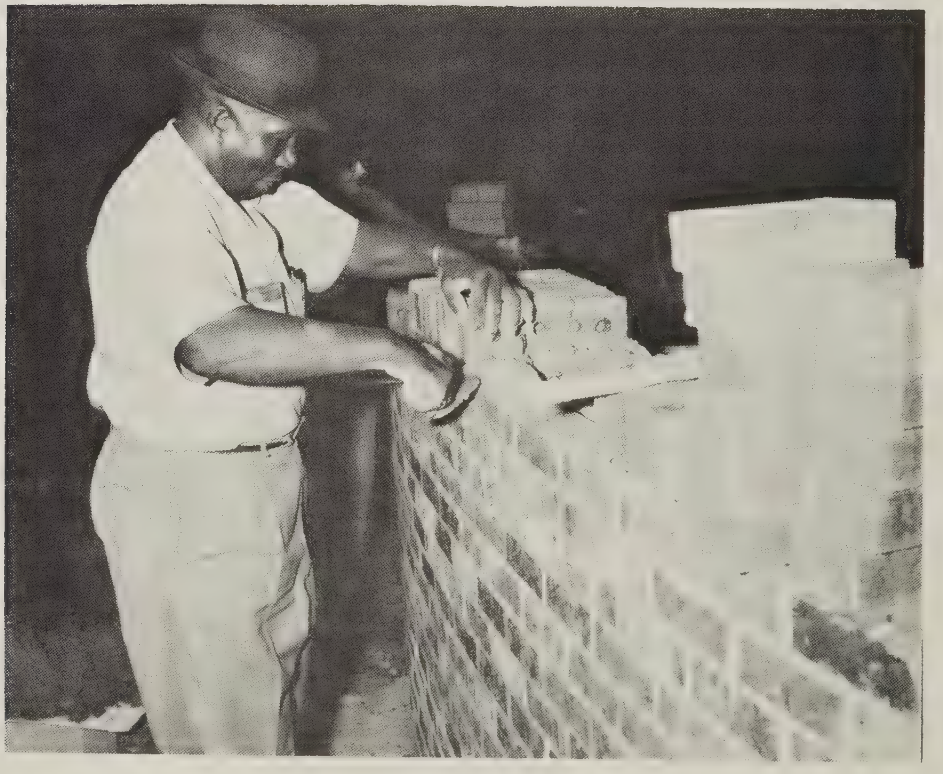
After gaining experience in the various types of the masonry trade along with leadership training, it is possible for the tradesman to become a foreman, inspector and eventually a contractor.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Hours Per Week Shop	Qtr. Hrs. Credit
FIRST QUARTER				
MAS 1101	Bricklaying	5	15	10
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1110	Blueprint Reading: Building Trades	0	3	1
ENG 1102	Communication Skills	3	0	3
		13	18	19
SECOND QUARTER				
MAS 1102	Bricklaying	5	18	11
MAT 1112	Building Trades Mathematics	3	0	3
DFT 1111	Blueprint Reading & Sketching	0	3	1
PSY 1101	Human Relations	3	0	3
		11	21	18
THIRD QUARTER				
MAS 1103	General Masonry	5	15	10
MAS 1113	Masonry Estimating	3	3	4
DFT 1112	Blueprint Reading & Sketching	0	3	1
BUS 1103	Small Business Operations	3	0	3
		11	21	18

Small Engine and Equipment Repairs

Students in this course will study the theory of operation and components of internal combustion engines. Enrollees are taught to repair and replace defective parts of small engines used to power boats, lawn mowers, garden tractors, chain saws, rototillers, and similar machines. Students are also introduced to the drives and suspension systems unique to riding lawn mowers and garden tractors.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week		Qtr. Hrs. Credit
		Lec	Shop	
FIRST QUARTER				
PME 1101-A	Theory and Components of the Internal Combustion Engine	3	3	4
SECOND QUARTER				
PME 1126	Small Engine Servicing	3	3	4
THIRD QUARTER				
PME 1127	Riding Lawn Mower and Garden Tractor Drives and Suspensions	2	4	3



Welding

This curriculum was developed to fill the tremendous need for welders in North Carolina. The recently completed Manpower Survey shows quite clearly that many welders will be needed annually to fill present and projected vacancies in the State.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques, and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with steady advancement. It offers employment in practically any industry: shipbuilding, automotive, aircraft, guided missiles, railroads, construction, pipe fitting, production shop, job shop and many others.

Welders join metals by applying intense heat, and sometimes pressure, to melt the edges to form a permanent bond. Closely related to welding is "oxygen cutting." Of the more than 35 different ways of welding metals, arc, gas, and resistance welding are the three most important.

The principal duty of the welder using manual techniques is to control the melting by directing the heat from either an electric arc or gas welding torch and to add filler metal where necessary to complete the joint. He should possess a great deal of manipulative skill with a knowledge of jigs, welding symbols, mathematics, basic metallurgy, and blueprint reading.

QUARTER & COURSE #	COURSE TITLE	Hours Per Week Lec	Hours Per Week Shop	Qtr. Hrs. Credit
FIRST QUARTER				
WLD 1141	Beginning Welding	5	15	10
MAT 1101	Fundamentals of Mathematics	5	0	5
DFT 1104	Blueprint Reading: Mechanical	0	3	1
ENG 1102	Communication Skills	3	0	3
		13	18	19
SECOND QUARTER				
WLD 1142	Intermediate Welding	5	18	11
DFT 1117	Blueprint Reading: Welding	1	3	2
PSY 1101	Human Relations	3	0	3
		9	21	16
THIRD QUARTER				
WLD 1124	Pipe Welding	3	12	7
WLD 1123	Inert Gas Welding	1	3	2
WLD 1112	Mechanical Testing and Inspection	1	3	2
DFT 1118	Pattern Development and Sketching	1	3	2
BUS 1103	Small Business Operations	3	0	3
		9	21	16
FOURTH QUARTER				
WLD 1122	Commercial and Industrial Practices	3	12	7
WLD 1125	Certification Practices	3	6	5
MEC 1112	Machine Shop Processes	0	6	2
		6	24	14

COURSE DESCRIPTIONS

AIR CONDITIONING AND REFRIGERATION SERVICING

AHR 1101 AUTOMOTIVE AIR CONDITIONING 4

General introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system.
Prerequisite: PHY 1102.

AHR 1121 PRINCIPLES OF REFRIGERATION 10

An introduction to the principles of refrigeration, terminology, the use and care of tools and equipment, and the identification and the function of the component parts of a system. Other topics to be included will be the basic laws of refrigeration; characteristics and comparison of the various refrigerants; the use and construction of valves, fittings, and basic controls. Practical work includes tube bending, flaring, and soldering. Standard procedures and safety measures are stressed in the use of special refrigeration service equipment and the handling of refrigerants.

AHR 1122 DOMESTIC AND COMMERCIAL REFRIGERATION 9

Domestic refrigeration servicing of conventional, hermetic, and absorption systems. Cabinet care, controls, and system maintenance in domestic refrigerators, freezers, and window air conditioning units is stressed. Commercial refrigeration servicing of display cabinets, walk-in cooler and freezer units, and mobile refrigeration systems is studied. The use of manufacturers' catalogues in sizing and matching system components and a study of controls, refrigerants, servicing methods is made. The American Standard Safety Code for refrigeration is studied and its principles practiced.
Prerequisite: AHR 1121.

AHR 1123 PRINCIPLES OF AIR CONDITIONING 9

Work includes the selection of various heating, cooling, and ventilating systems, investigation and control of factors affecting air cleaning, movement, temperature, and humidity. Use is made of psychrometric charts in determining needs to produce optimum temperature and humidity control. Commercial air conditioning equipment is assembled and tested. Practical sizing and balancing of ductwork is performed as needed.
Prerequisite: AHR 1122.

AHR 1124 AIR CONDITIONING AND REFRIGERATION SERVICING 6

Emphasis is placed on the installation, maintenance, and servicing of equipment used in the cleaning, changing, humidification and temperature control of air in an air conditioned space. Installation of various ducts and lines needed to connect various components is made. Shop work involves burner operation, controls, testing, and adjusting of air conditioning and refrigeration equipment, and location and correction of equipment failure.
Prerequisite: AHR 1123.

AHR 1126 ALL-YEAR COMFORT SYSTEMS 5

Auxiliary equipment used in conjunction with refrigeration systems to provide both heating and cooling "all year" comfort will be studied and set up in the laboratory. Included will be oil fired systems, gas fired systems, water circulating systems, and electric-resistance systems. Installation of heat pumps will be studied along with servicing techniques. Reversing valves, special types of thermostatis expansion valves, systems of de-icing coils, and electric wiring and controls are included in the study.
Prerequisites: AHR 1123, AHR 1128.

AHR 1128 AUTOMATIC CONTROLS 5

Types of automatic controls and their function in air conditioning systems. Included in the course will be electric and pneumatic controls for domestic and

commercial cooling and heating; zone controls, unit heater and ventilator controls, and radiant panel controls.
Prerequisites: ELC 1102, AHR 1122.

AUTOMOTIVE

AUT 1111 AUTO BODY REPAIR 7

Basic principles of automobile construction, design, and manufacturing. A thorough study of angles, crown, and forming of steel into the complex contour of the present day vehicles. The student applies the basic principles of straightening, aligning, and painting of damaged areas.

AUT 1112 AUTO BODY REPAIR 7

A thorough study of the requirements for a metal work, including the use of essential tools, forming fender flanges and beads, and straightening typical auto body damage. The student begins acquiring skills such as shaping angles, crowns, and contour of the metal of the body and fenders. Metal working and painting.
Prerequisites: AUT 1111, WLD 1129, MAT 1101

AUT 1113 METAL FINISHING AND PAINTING 7

Development of the skill to shrink stretched metal, soldering and leading, and preparation of the metal for painting. Straightening of doors, hoods, and deck lids; fitting and aligning. Painting fenders and panels, spot repairs, and complete vehicle painting; the use and application of power tools.
Prerequisites: AUT 1112, WLD 1105

AUT 1114 BODY SHOP APPLICATIONS 10

General introduction and instruction in the automotive frame and front end suspension systems, the methods of operation and control, and the safety of the vehicle. Unit job application covers straightening of frames and front wheel alignment. The student applies all phases of training. Repair order writing, parts purchasing, estimates of damage, and developing the final settlement with the adjuster.
Prerequisites: AUT 1115, DFT 1101

AUT 1115 TRIM, GLASS AND RADIATOR REPAIR 5

Methods of removing and installing interior trim; cutting, sewing and installing headlinings, seat covers, and door trim panels; painting of trim parts and accessories. Glass removal, cutting, fitting, and installation. The student gains a thorough knowledge of the engine cooling system and repairs and replaces damaged cooling system components. Tests are made to insure normal engine cooling operation.
Prerequisites: AUT 1112, WLD 1105.

AUT 1121 BRAKING SYSTEMS 6

A complete study of various braking systems employed on automobiles and lightweight trucks. Emphasis is placed on how they operate, proper adjustment, and repair.

AUT 1123 AUTOMOTIVE CHASSIS & SUSPENSION SYSTEMS 8

Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension and steering systems. Units to be studied will be shock absorbers, springs, steering systems, steering linkage, and front end and alignment.

AUT 1124 AUTOMOTIVE POWER TRAIN SYSTEMS 11

Principles and functions of automotive power train systems: clutches transmission gears, torque converters, drive shaft assemblies, rear axles, and

differentials. Identification of troubles, servicing, and repair
Prerequisite: AUT 1123.

AUT 1125 AUTOMOTIVE SERVICING **7**

Emphasis is on the shop procedures necessary in determining the nature of troubles developed in the various component systems of the automobile. Troubleshooting of automotive systems, providing a full range of experiences in testing, adjusting, repairing, and replacing.
Prerequisites: AUT 1123, AUT 1121.

BIOLOGY

T-BIO 125 ANATOMY & PHYSIOLOGY **5**

A study of the structure and normal functions of the human body and its systems with emphasis upon the interrelated functions of various parts and systematic processes in the development of basic physiological principles. Included are the basic principles of chemistry, physics and microbiology as each relates to the physiological function of the human body.

T-BIO 135 ANATOMY & PSYSIOLOGY **5**

A continuation of T-BIO 125.
Prerequisite: T-BIO 125

BUSINESS

T-BUS 101 INTRODUCTION TO BUSINESS **5**

A survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

T-BUS 102 TYPEWRITING **3**

Introduction to the touch typewriting system with emphasis on correct techniques, mastery of the keyboard, simple business correspondence, tabulation, and manuscripts.

T-BUS 103 TYPEWRITING **3**

Emphasizes the development of speed and accuracy with further mastery of correct typewriting techniques. Application of skills and techniques are applied in tabulation, manuscript, correspondence, and business forms.
Prerequisites: T-BUS 102 or equivalent. Speed Requirement: 35 words per minute for five minutes.

T-BUS 104 TYPEWRITING **3**

Emphasis on production typing problems and speed building. Attention to the development of the student's ability to function as an expert typist producing mailable copies. Production units include tabulation, manuscript, correspondence, and business forms.

Prerequisite: T-BUS 102. Speed Requirement: 40 words per minute for five minutes.

T-BUS 106 SHORTHAND **4**

A beginning course in the theory and practice of reading and writing shorthand. Emphasis on phonetics, penmanship, word families, brief forms and phrases.

T-BUS 107 SHORTHAND **4**

Continued study of theory with greater emphasis on dictation and elementary transcription.
Prerequisite: T-BUS 106 or equivalent.

T-BUS 108 SHORTHAND 4

Theory and speed building. Emphasis on development of speed in dictation and accuracy in transcription.
Prerequisite: T-BUS 107 or equivalent.

T-BUS 110 OFFICE MACHINES

A general survey of business machines. Students will receive training in techniques, processes, operation, and application of the ten-key adding listing, full key adding listing, rotary, electronic, and printing calculating machines.

T-BUS 112 RECORDS MANAGEMENT 3

Fundamentals of indexing and filing, combining theory and practice by the use of miniature letters, filing boxes and guides. Alphabetic, numeric, geographic, subject, and chronological filing.

T-BUS 112M BUSINESS ETIQUETTE 3

Designed to help the student recognize the importance of the physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

T-BUS 112W BUSINESS ETIQUETTE 3

Designed to help the student recognize the importance of physical, intellectual, social, and emotional dimensions of personality. Emphasis is placed on grooming and methods of personality improvement.

T-BUS 115 BUSINESS LAW 3

A survey course designed to acquaint the student with certain fundamentals and principles of business law, including history, sources, and contracts.

T-BUS 116 BUSINESS LAW 3

Includes study of negotiable instruments, bailments, sales, mortgages, and property rights.
Prerequisite: T-BUS 115

T-BUS 120 ACCOUNTING 4

Principles, techniques, and tools of accounting, for understanding of the mechanics of accounting. A study of basic journals, ledgers, and supporting financial statements.

T-BUS 121 ACCOUNTING 4

Continuation of T-BUS 120. Collecting, summarizing, analyzing, and reporting information about service and mercantile enterprises, to include practical application of the principles learned.
Prerequisite: T-BUS 120.

T-BUS 122 ACCOUNTING 4

Partnership and corporation accounting including a study of payrolls. Emphasis is placed on the recording, summarizing, and intepreting data for management control.
Prerequisite: T-BUS 121.

T-BUS 205 ADVANCED TYPEWRITING 3

Emphasis is placed on the development of individual production rates. The student learns the techniques needed in planning and in typing projects that closely approximate the work appropriate to the field of study. These projects include review of letter forms, methods of duplication, statistical tabulation,

and the typing of reports, manuscripts and legal documents.
Prerequisite: T-BUS 104. Speed requirement—50 words per minute for five minutes.

T-BUS 202 MEDICAL INSURANCE AND RECORDS 2

A study of the various types of medical insurance forms and their preparation, insurance terminology, insurance laws: medical and non-medical records used in the physician's office.

T-BUS 206E DICTATION AND TRANSCRIPTION 4

Develops the skill of taking dictation and of transcribing at the typewriter materials appropriate to the course of study, which includes a review of the theory and the dictation of familiar and unfamiliar material at varying rates of speed. Minimum dictation rate of 80 words per minute required for five minutes of new material.
Prerequisite: T-BUS 108.

T-BUS 207E DICTATION AND TRANSCRIPTION 4

Covering materials appropriate to the course of study, the student develops accuracy, speed, and vocabulary that will enable her to meet the stenographic requirements of business and professional offices. Minimum dictation rate of 100 words per minute required for five minutes of new material.
Prerequisite: T-BUS 206E.

T-BUS 208E DICTATION AND TRANSCRIPTION 4

Principally a speed building course, covering materials appropriate to the course of study, with emphasis on speed as well as accuracy. Minimum dictation rate of 120 words per minute for five minutes on new material.
Prerequisite: T-BUS 207E.

T-BUS 211B OFFICE MACHINES 3

Practical application of theory gained in T-BUS 110 through the use of a practice set.
Prerequisite: T-BUS 110.

T-BUS 211E OFFICE MACHINES 3

A continuation of the survey of business equipment. Training in accounting-bookkeeping machines, telephone techniques, duplicating and copying processes and equipment, dictating-transcribing equipment, and practical application in use of other business machines through a practice set.
Prerequisite: T-BUS 110.

T-BUS 213 MEDICAL TRANSCRIPTION AND OFFICE MACHINES 3

Introduction to the most common machines found in a physician's office; ten-key adding listing machines, photocopiers, and transcribing machines. Students will learn medical transcription by transcribing actual medical histories.

T-BUS 216 EXECUTIVE SECRETARIAL SIMULATION 20

Actual employment for 30 hours per week in a simulated office. Emphasis on attitude, traits, and behavior acceptable in an office. Practical application of secretarial skills.
Prerequisites: T-BUS 206E, T-BUS 211, T-BUS 112, T-BUS 205, and T-BUS 122.

T-BUS 217 BUSINESS ADMINISTRATION SIMULATION 20

Practical application of procedures studies in other courses. Simulation is designed to develop the student's skills in the business world, along with giving the student the chance to work with others as he develops these skills. Prerequisites: All required Business Admministration curriculum courses.

T-BUS 229 TAXES 4

Application of federal and state taxes to various businesses, business conditions, and individuals. The study encompasses a study of income taxes, payroll withholding, sales taxes, and special emphasis upon completion of various Federal and State tax forms.

T-BUS 232 SALES DEVELOPMENT 4

A study of various types of selling. Emphasis is placed upon managing and applying the fundamentals of selling. Preparation for and execution of sales demonstrations required.

T-BUS 235 BUSINESS MANAGEMENT 3

Principles of business management including overview of major functions of management, such as planning, staffing, controlling, directing, and financing. Clarification of the decision-making function versus the operating function. Role of management in business—qualifications and requirements.

T-BUS 239 MARKETING 4

A general survey of the field of marketing, with a detailed study of the functions policies, and institutions involved in the marketing process.

T-BUS 243 ADVERTISING 4

The role of advertising in a free economy and its place in the media of mass communications. A study of advertising appeals; product and market research; selection of media; means of testing effectiveness of advertising. Theory and practice of writing advertising copy for various media.

T-BUS 245 PERSONNEL MANAGEMENT 3

A survey of problems in personnel management, with emphasis on possible solutions.

T-BUS 271 OFFICE MANAGEMENT 3

Presents the fundamental principles of office management. Emphasis on the role of office management including its functions, office automation, planning, controlling, organizing, and actuating office problems.

T-BUS 272 PRINCIPLES OF SUPERVISION 3

Introduction of the basic responsibilities and duties of the supervisor and his relationship to superiors, subordinates, and associates. Emphasis on securing an effective work force and role of the supervisor.

BUS 1004 MARKETING 3

Covers the problems confronting the operator in preparing his produce for sale and those in the actual sale of this produce.

BUS 1022 BUSINESS COMMUNICATION 4

Fundamentals of effective communication through correct language usage in speaking and writing the necessary letters and other necessary information.

BUS 1028 BUSINESS LAW 3

A general course designed to acquaint the student with certain fundamentals and principles of business law, including contracts, negotiable instruments, and agencies.

BUS 1103 **SMALL BUSINESS OPERATIONS** 3

An introduction to the business world, problems of small business operation, basic business organization, business forms and records, financial problems, ordering and inventory, layout of equipment and offices, methods of improving business, and employer-employee relations.

CARPENTRY

CAR 1101 **CARPENTRY** 11

A brief history of carpentry and present trends of the construction industry. The course will involve operation care and safe use of carpenters handtools and powertools in cutting, shaping and joining construction materials used by the carpenter. Major topics of study will include theoretical and practical applications involving: materials and methods of construction, building layout, preparation of site, footings, and foundation wall construction including form construction and erection.

CAR 1102 **CARPENTRY: MILLWORK AND CABINETMAKING** 11

Cabinet making and millwork as performed by the general carpenter for building construction. Use of shop tools and equipment will be emphasized in learning methods of construction of millwork and cabinetry. Practical applications will include measuring, layout and construction of: base and wall cabinets, built in desk, door and window frames, stairs, and interior and exterior cornice and trim. Materials and finishes, will also be studied.
Prequisites: CAR 1101, DFT 1110.

CAR 1103 **CARPENTRY: FRAMING** 11

Instruction is given in the principles and practices of frame construction beginning with the foundation sills and including: floor joist, subfloor, wall studs, ceiling joist, rafters, bridging, bracing, sheathing and interior wall partition. Roof construction includes the layout and construction methods of common types of roofs using standard rafter construction, truss construction, and post and beam construction. Application and selection of sheathing and roofing is included. Consideration is given to the coordination of carpentry work with installation of the mechanical equipment such as; electrical, air conditioning, heating, and plumbing.
Prerequisites: CAR 1101, DFT 1110

CAR 1104 **CARPENTRY: FINISHING** 13

Included in this course will be materials and methods used in finishing carpentry such as: exterior cornice, door and window trim; interior flooring, door and window facing, moldings, and cornice construction; installation of hardware; and installation of built in equipment and cabinets.
Prerequisites: CAR 1103, DFT 1110

CAR 1113 **CARPENTRY: ESTIMATING** 5

This is a practical course in quantity "take off" from prints of jobs performed by the carpenter. Figuring the quantities of materials needed and costs of building various components and structures.
Prerequisites: DFT 111, MAT 1101

CAR 1114 **BUILDING CODES** 3

A study is made of building codes and the minimum requirements for local, county, and state construction regulations. This involves safety, sanitation, mechanical equipment and materials. Also, a review will be made of the minimum property requirements of the Federal Housing Administration and the North Carolina State Code.
Prerequisite: CAR 1103.

CIVIL ENGINEERING

T-CIV 101 SURVEYING 4

Theory and practice of plane surveying including taping, differential and profile leveling, cross sections, earthwork computations, transit, stadia, and transit-tape surveys.
Prerequisites: T-MAT 101, T-DFT 101.

DRAFTING

T-DFT 101 TECHNICAL DRAFTING 2

The field of drafting is introduced as the student begins study of drawing principles and practices for print reading and describing objects in the graphic language. Basic skills and techniques of drafting included are: use of drafting equipment, lettering, freehand orthographic and pictorial sketching, geometric construction, orthographic instrument drawing of principal views, and standards and practices of dimensioning. The principles of isometric, oblique, and perspective are introduced.

T-DFT 120 TOPOGRAPHIC DRAWING 3

Application of drawing techniques to land surveying, including boundaries, roads, buildings, and elevations.
Prerequisite: T-DFT 101.

DFT 1101 SCHEMATICS & DIAGRAMS: POWER MECHANICS 1

Interpretation and reading of blueprints. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams. Information on the basic principles of lines, views, dimensioning procedures, and notes.

DFT 1104 BLUEPRINT READING: MECHANICAL 1

Interpretation and reading of blueprints. Information on the basic principles of the blueprint; lines, views, dimensioning procedures and notes.

DFT 1110 BLUEPRINT READING: BUILDING TRADES 1

Principles of interpreting blueprints and specifications common to the building trades. Development of proficiency in making three view and pictorial sketches.

DFT 1111 BLUEPRINT READING & SKETCHING 1

Principles of interpreting blueprints and specifications common to the building trades. Practice in reading details for grades, foundations, floor plans, elevations, walls, doors and windows, and roofs of buildings. Development of proficiency in making three view and pictorial sketches.
Prerequisite: DFT 1110.

DFT 1112 BLUEPRINT READING & SKETCHING 1

Designed to develop abilities in reading complex drawings in the masonry field. Blueprints of residential and commercial buildings will be studied with emphasis on the plot plan, floor plan, basement and/or foundation plans, walls and various detailed drawings of masonry work.
Prerequisite: DFT 1111.

DFT 1113 BLUEPRINT READING—ELECTRICAL 3

Principles of interpreting blueprints and specifications common to the Electrical trade. An understanding of symbols unique to this trade is required for a student to be able to progress.

DFT 1116 BLUEPRINT READING: AIR CONDITIONING 2

A specialized course in drafting for the heating, air conditioning, and refrigeration student. Emphasis will be placed on reading of blueprints that are common to the trade; blueprints of mechanical components, assembly drawings, wiring diagrams and schematics, floor plans, heating system plans including duct and equipment layout plans, and shop sketches. The student will make tracings of floor plans and layout air conditioning systems.
Prerequisite: DFT 1122.

DFT 1117 BLUEPRINT READING: WELDING 1

A thorough study of trade drawings in which welding procedures are indicated. Interpretation, use and application of welding symbols, abbreviations, and specifications.

DFT 1118 PATTERN DEVELOPMENT AND SKETCHING 1

Continued study of welding symbols; methods used in layout of sheet steel; sketching of projects, jigs and holding devices involved in welding. Special emphasis is placed on developing pipe and angle layouts by the use of patterns and templates.

ECONOMICS

T-ECO 102 ECONOMICS 3

Designed to acquaint the student with certain basic economic principles and institutions. Included is a study of the factors of production, the law of Diminishing Returns, Malthus Theory, Business Organizations, The Labor Movement and the GNP.

T-ECO 104 ECONOMICS 3

Greater depth in principles of economics, including the money supply, the federal reserve, supply and demand, types of competition and current economic problems.
Prerequisite: T-ECO 102

T-ECO 108 CONSUMER ECONOMICS 3

Designed to help the student use his resources of time, energy, and money to get the most out of life. It gives the student an opportunity to build useful skills in buying, managing his finances, increaasing his resources, and to understand better the economy in which he lives.

ELECTRICITY

ELC 1102 APPLIED ELECTRICITY 6

The use and care of test instruments and equipment used in servicing electrical apparatus for air conditioning and refrigeration installations, Electrical principles and procedures for trouble-shooting of the various electrical devices used in air conditioning, heating, and refrigeration equipment. Included will be transformers, various types of motors and starting devices, switches, electrical heating devices and wiring.

ELC 1111 BASIC ELECTRICITY 5

The fundamental concepts of electricity, the electron theory, conductors, insulators, static electricity, magnetism, difference in potential, primary methods of producing electricity, electric current, resistance, batteries, the simple electric circuit, ohms law, electric power and energy, direct current, parallel and series circuits, inductance, transformers, and capacitance.

ELC 1112 DIRECT AND ALTERNATING CURRENT 11

A study of the electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. An analysis of direct current circuits by Ohm's Law and Kirchhoff's Law. A study of the source of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power, and resonance. Analysis of alternating current circuits.

ELC 1113 ALTERNATING CURRENT AND DIRECT MACHINES AND CONTROLS 11

Provides fundamental concepts in single and polyphase alternating current circuits, voltages, currents, power measurements, transformers, and motors. Instruction in the use of electrical test instruments in circuit analysis. The basic concepts of AC and DC machines and simple system controls. An introduction to the type control used in small appliances such as: thermostats, times, or sequencing switches.
Prerequisites: ELC 1112, MAT 1115.

ELC 1124 RESIDENTIAL WIRING 8

Provides instruction and application in the fundamentals of blueprint reading, planning, layout and installation of wiring in residential applications such as: services, switchboards, lighting, fusing, wire sizes, branch circuits, conduits, National Electrical Code regulations in actual building mock-ups.
Prerequisite: ELC 1113.

ELC 1125 COMMERCIAL AND INDUSTRIAL WIRING 9

Layout, planning, and installation of wiring systems in commercial and industrial complexes, with emphasis upon blueprint reading and symbols, the related National Electrical Codes, and the application of the fundamentals to practical experience in wiring, conduit preparation, and installation of simple systems.
Prerequisites: ELN 1118, ELC 1124.

ELECTRONICS

ELN 1118 INDUSTRIAL ELECTRONICS 7

Basic theory, operating characteristics, and application of vacuum tubes such as: diodes, triodes, tetrodes, pentodes, and gaseous control tubes. An introduction to amplifiers using triodes, power supplies using diodes, and other basic applications.
Prerequisite: ELC 1113.

ELN 1119 INDUSTRIAL ELECTRONICS 8

Basic industrial electronic systems such as: motor controls, alarm systems, heating systems and controls, magnetic amplifier controls, welding control systems using thyratron tubes, and other basic types of systems commonly found in most industries.
Prerequsite: ELN 1118.

ENGLISH

T-ENG 101 COMMUNICATIONS I 5

Emphasis is placed on the mechanics of writing that will enable the student to express himself more clearly.

T-ENG 102 COMMUNICATIONS II 5

Designed to aid the student in the improvement of self expression, particularly in business and technical composition. Emphasis is on the sentence, the paragraph and the whole composition.

T-ENG 103 REPORT WRITING 4

A study in the methods of communications commonly used in business, including business letters, memorandums, library reports, business reports, and literature reviews.

T-ENG 204 ORAL COMMUNICATIONS 3

An overview of modern communication theory with the study and practice of the less formal and more common communication patterns in our society.

T-ENG 205 BUSINESS COMMUNICATIONS I 4

The student studies the mechanics and language of successful business letters. During the course emphasis is placed upon the composition of letters. A continuous review of grammar is conducted.
Prerequisite: Typewriting ability

T-ENG 206 BUSINESS COMMUNICATIONS II 3

A continuation of Business Communications I with emphasis on sales letters, memorandums, minutes and business reports. A continuous review of grammar is conducted.
Prerequisite: Business Communications I or permission of Related Studies Department

T-ENG 210 BUSINESS LITERATURE 3

A study of the ever-changing business world through contemporary business publications. Emphasis is on recent, influential publications.

ENG 1102 COMMUNICATION SKILLS 3

Designed to promote effective communications. Emphasis is on practical examples that relate to the vocational curricula.

FORESTRY

T-FOR 101 GENERAL FORESTRY 3

An introduction to forests and forestry. The relationships of the forest and its use to the welfare of mankind is stressed. The student is given insight into the several branches of forestry through lecture, demonstrations and visual aids.

T-FOR 102 FOREST BOTANY AND ECOLOGY (SILVICS) 5

Basic botany oriented to forest vegetation. An investigation into the internal and external structure of plants and trees and the basic function of the various parts of trees. Basic plant classification is introduced. Includes a study of the members of the forest community. The relations of the forest to its environment, the effect of trees on each other, on other vegetation, and the use of ecology.

T-FOR 103 SAFETY AND FIRST AID 1

Deals with the development and importance of safety consciousness as it relates to individual and organizational safety. The importance of personal attitude along with the proper equipment, training and conditions are stressed. The American Red Cross Standard First Aid course is included.

T-FOR 104 BASIC FOREST MENSURATION 5

The course familiarizes the student with the various measurements made in forestry. Theories and instruments of measurements are studied and subsequently applied in the field in the measuring of standard and felled trees and other forest products.
Prerequisite: T-MAT 101

T-FOR 105 FOREST SOILS 3

An introduction to basic soils as applied to forest. Principles of soil conservation and forest soil reclamation: forest soil management and the effects of soil conditions on forest growth.

T-FOR 107 TREE IDENTIFICATION 3

Classification of trees and field identification of selected species of trees. Instruction includes uses and silvical characteristics.

T-FOR 108 TREE IDENTIFICATION 3

A study of the classification of trees with special emphasis on the identification of selected trees by the use of twig, fruit and other non-foliage characteristics.

T-FOR 109 ARTIFICIAL REFORESTATION 3

Explores the subject to include the problems involved in collecting, extracting and storing of seeds; all phases of nursery operations; and the steps involved in artificial reforestation, either by planting or by direct seeding.
Prerequisite: T-FOR 102.

T-FOR 110 OUR NATIONAL HERITAGE

Re-examines the foundation of our nation, discusses present national situations, and stresses individual responsibilities as citizens. All of these are related to natural resource conservation and exploitation.

T-FOR 206 APPLIED FOREST MENSURATION 5

Application techniques previously learned. Cruising systems and basic statistical methods are covered.
Prerequisites: T-FOR 104 and T-MAT 102

T-FOR 208 FOREST SURVEYING 3

Relocation of old corners and lines and the legal aspects of land surveys. Forest road layout.
Prerequisites: T-CIV 101, T-MAT 101.

T-FOR 212 FOREST AERIAL PHOTOGRAPHY INTERPRETATION 3

Introduction to the use of aerial photographs in forestry; mapping, administration, and inventory.
Prerequisite: T-MAT 101.

T-FOR 215 FOREST INSECTS AND DISEASES 3

The study of the primary forest insects and diseases and control methods. Includes field identification of certain insects and diseases.
Prerequisite: T-FOR 102.

T-FOR 216 FOREST EQUIPMENT [Logging] 4

The selection, maintenance, and use of equipment for forest land management including logging, fire fighting, and land preparation equipment; and vehicles. Planning, cost control, production, labor, hand tools, techniques, transportation, and storage of logs are discussed.
Prerequisite: T-FOR 103.

T-FOR 217 FOREST FIRE CONTROL 3

A study of the main causes of forest fires, preventive measures and methods of controlling forest fires. Includes field exercise with modern forest fire suppression equipment.

T-FOR 218 FOREST FIELD SEMINAR 3

An extended field laboratory where the student visits operating forest product

industries and land management organizations.
Prerequisites: T-FOR 206, T-FOR 208, T-FOR 221.

T-FOR 219 FOREST RECREATION 3

Principles and problems involved in the utilization of our natural resources for recreational purposes.

T-FOR 220 MARKETING AND UTILIZATION 3

Course deals with factors involved in the proper marketing and utilization of logs, trees, stands, and species.
Prerequisite: T-ECO 102.

T-FOR 221 APPLIED SILVICULTURE 3

Covers the establishment, development, caring for, and harvesting stands of timber.
Prerequisite: T-FOR 102

T-FOR 250 FOREST PROBLEMS 5

An in depth study and research on a Forest Management area.
Prerequisites: T-FOR 206, T-FOR 208, T-FOR 221.

T-FOR 252

SPECIAL PROBLEMS

A course of variable length and subject matter designed to fit the special interest of the student and to allow the indepth investigation of these particular areas.
Prerequisite: The successful completion of at least the first four quarters of work.

T-FOR 253 FOREST MANAGEMENT 2

The application of business techniques and technical forestry principles which may be applied to various sized land use operation.

T-FOR 254 OPERATIONS OF A SMALL FOREST ENTERPRISE 3

Involves the study of forest operations and business enterprises, including such areas as taxes, bookkeeping, wage and income problems and other problems as apply to operation of a small business.
Prerequisite: T-MAT 102

FOREST RECREATION

T-FRC 210 PUBLIC RELATIONS 3

Deals with understanding of people and the application of proven psychological methods in dealing with the public.

HEALTH

T-HEA 123 MEDICAL TERMINOLOGY & VOCABULARY I 3

A study of the structure of medical words and terms. Emphasis is placed on spelling and defining commonly-used prefixes, suffixes, root words and their combining forms.

T-HEA 133 MEDICAL TERMINOLOGY & VOCABULARY II 3

A continuation of T-HEA-123 with greater emphasis on an understanding of terminology and its use in the medical office.
Prerequisite: T-HEA 123

HORTICULTURE

HOR 1001 PLANT GROWTH AND DEVELOPMENT 3

Studies the why and how of plant growth and relates this to plant development.

HOR 1002 SOILS AND FERTILIZERS 3

Includes plant nutrition, soil fertility, and plant growth as related to fertilization. Also covers fertilizer materials, their production, properties, and use.

HOR 1003 GREENHOUSE CONSTRUCTION AND HEATING 2

Compares types of greenhouse construction and heating systems from standpoints of cost, durability, and maintenance.

HOR 1005 VEGETABLE PRODUCTION I 8

Studies the origin, importance, distribution, botanical relationships, and principles of production and marketing of the major vegetable crops, with special emphasis laid to greenhouse conditions and practical applications.

HOR 1006 VEGETABLE PRODUCTION II 5

Continuation of Vegetable Production I.

HOR 1007 VEGETABLE PRODUCTION III 5

Continuation of Vegetable Production II

HOR 1008 VEGETABLE PRODUCTION IV 2

Continuation of Vegetable Production III

HOR 1009 VEGETABLE PRODUCTION V 4

Continuation of Vegetable vroduction IV

HOR 1010 FLORICULTURE I 6

Principles and methods of production of commercial flower crops including fertilizer moisture, temperature, and light relationships, insect and disease control, and marketing of cut flowers and pot plants. Special emphasis toward application of greenhouse practices.

HOR 1018 SPRAYS, SPRAYING AND FUMIGATING PLANTS 3

Surveys field of pesticides, their uses, their dangers, and practicality.

HOR 1011 FLORICULTURE II 5

Continuation of Floriculture I

HOR 1012 FLORICULTURE III 3

Continuation of Floriculture II

HOR 1013 FLORICULTURE IV 2

Continuation of Floriculture III

HOR 1014 FLORICULTURE V 4

Continuation of Floriculture IV

HOR 1015 HORTICULTURE BOOKKEEPING I 5

Involves record keeping in order to document income and expenses.

HOR 1016 **HORTICULTURE BOOKKEEPING II** 5

Continuation of Bookkeeping I
Prerequisite: HOR 1015.

HOR 1020 **FRUIT PRODUCTION I** 4

Modern practices as related to selection of sites and varieties, nutritional requirements, management practices, and marketing procedures will be covered.

HOR 1021 **FRUIT PRODUCTION II** 3

Continuation of Fruit Production I

HOR 1023 **PLANT PROPOGATION** 5

Study of and practical experience in all methods of plant propogation, either sexual or vegetative, including underlying principles of plant behavior.

HOR 1024 **NURSERY PRODUCTION AND MANAGEMENT** 5

The principles and practices involved in the production, management, and marketing of field-grown and container-grown nursery plants.

HOR 1025 **TURF MANAGEMENT** 5

Basic principles of turf production and their practical application to establishment, maintenance, renovation, and pest control of lawns, playgrounds, sports fields, road areas, and similar specialized turf areas.

HOR 1026 **ORNAMENTAL PLANTS** 5

Distribution, botanical characters and relationships, adaption and usage of ornamental trees, shrubs, vines, and herbaceous plants.

HOR 1029 **LANDSCAPE DESIGN** 6

The application of the principles of design to the landscaping of small properties and the selecting and planting of trees, shrubs, flowers and lawn grasses. Students will be required to work out detailed landscape plans. Vsitations will be made to outstanding homes and gardens.

MASONRY

MAS 1101 **BRICKLAYING** 10

The history of the bricklaying industry. Clay and shale brick, mortar, laying foundations, laying bricks to a line, bonding, and tools and their uses. Laboratory work will provide training in the basic manipulative skills.

MAS 1102 **BRICKLAYING** 11

Designed to give the student practice in selecting the proper mortars, layouts, and construction of various building elements such as foundations, walls, chimneys, arches and cavity walls. The proper use of bonds, expansion strips, wall ties and caulking methods are stressed.
Prerequisite: MAS 1101.

MAS 1103 **GENERAL MASONRY** 10

Layout and erection of reinforced grouted brick masonry lintels, fireplaces, glazed tile, panels, decorative stone, granite, marble, adhesive terra cotta and modular masonry construction theory and techniques.
Prerequisites: MAS 1101 and MAS 1102

MAS 1113 **MASONRY ESTIMATING** 4

This is a practical course in quality "take off" from prints of the more common

type jobs for bricklayers and masons. Figuring the quantities of materials needed and costs of building various components and structures.
Prerequisites: MAS 1101, MAS 1102, MAS 1103.

MATHEMATICS

T-MAT 101 TECHNICAL MATHEMATICS 5

The course is designed to furnish a background for the curriculum courses using mathematics. Includes a review of fractions, decimals and percentages, ratio and proportion, square roots, basic algebra, equations, literal equations, word problems, formulas and graphs.

T-MAT 102 TECHNICAL MATHEMATICS 2

Continuatin of T-MAT 101. Covers basic geometry, logarithems, solution of right triangles, solution of oblique triangle, using law of sines and law of cosines.
Prerequisite: T-MAT 101

T-MAT 110 BUSINESS MATHEMATICS 5

This course stresses the fundamental operations and their application to business problems. Topics covered include payrolls, price marking, interest and discount, commission, taxes, and pertinent uses of mathematics in the field of business.

MAT 1101 FUNDAMENTALS OF MATHEMATICS 2

Practical number theory, analysis of basic operations: addition, subtraction, multiplication, and division. Also included are fractions, decimals, percentages, ratio and proportion, and measurement of surfaces and volumes. Heavy emphasis on practical application.

MAT 1112 BUILDING TRADES MATHEMATICS 3

Practical problems dealing with volumes, weight, ratios, mensuration; and basic estimating practices for building materials.
Prerequisite: MAT 1101

MAT 1115 ELECTRICIAL MATHEMATICS 5

A study of fundamental concepts of algebra; basic operations of addition, subtraction, multiplication, and division; solution of first order equations, use of letters and signs, grouping, factoring, exponents, ratios, and proportions; solution of equations, algebraically and graphically; a study of logarithms and use of tables; an introduction to trigonometric functions and their application to right angles; and a study of vectors for use in alternating current.

MAT 1116 ELECTRICAL MATHEMATICS 5

A continuation of MAT 1115
Prerequisite: MAT 1115

MECHANICS

MEC 1112 MACHINE SHOP PROCESSES 2

To acquaint the student with the procedures of layout work and the correct use of hand and machine tools. Experiences in the basic fundamentals of drill press and lathe operation; hand grinding of drill bits and lathe tools; set-up work applied to the trade.

MEC 1120 DUCT CONSTRUCTION AND MAINTENANCE 6

Study of various duct materials including sheet metal, aluminum, and

fiberglass. Safety, sheet metal hand tools, cutting and shaping machines, fasteners and fabrication practices, layout methods and development of duct systems. The student will service various duct systems and perform on the site repairs including ducts made of fiberglass.
Prerequisites: DFT 1116, AHR 1123.

MEDICAL– LABORATORY

T-MLA 214 LABORATORY ORIENTATION I 5

A study of the technique and purpose of the most frequently used laboratory procedures: urinalysis, hematology, bacteriology, immunology, electrocardiograph.

T-MLA 225 LABORATORY ORIENTATION II 5

A continuation of T-MLA 214

MEDICAL– OFFICE ASSISTANT

T-MOA 103 ORIENTATION TO MEDICAL ASSISTING 3

Introduction to the role of the Medical Assistant. Emphasis on professional attitude and behavior, patient psychology. Study of the history and principles of Medical Ethics.

T-MOA 214 MEDICAL OFFICE ASSISTING I 5

A study of the clinic aspects of medical assisting, handling of equipment, ordering of supplies, preparation of patients, assisting the physician during physical examinations and minor surgery; sterilization technique of injections, principles of physiotherapy.

T-MOA 218 MEDICAL LAW & ETHICS 3

Designed to acquaint the student with the legal aspects of medical practice acts, the relationship of physician, patient, professional liabilities and types of medical practice.

T-MOA 225 MEDICAL OFFICE ASSISTING II 5

A continuation of T-MOA 214.

T-MOA 233 MEDICAL OFFICE ASSISTING SEMINAR 4

Discussion of problems encountered during practicum and their solution. Practical application in the preparation of a full-length report is required of each student at the end of the term. This report must have to do with something in his chosen curriculum.
Prerequisite: T-ENG 102.

T-MOA 238 MEDICAL OFFICE ASSISTING PRACTICUM 8

Practical experience, under supervision, in a physician's office, clinic or outpatient department.
Prerequisite: Previous 5 quarters.

POWER MECHANICS

PME 1101 INTERNAL COMBUSTION ENGINES 12

Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing and maintenance of pistons, valves, cams and camshafts, fuel and exhaust systems, cooling systems; proper lubrication; and methods of testing, diagnosing and repairing.

PME 1101A THEORY AND COMPONENTS OF THE INTERNAL COMBUSTION ENGINE 4

Students in this course will study the theory of operation and components of internal combustion engines. The emphasis being placed on the single cylinder air cooled engine as used to power most lawn mowers, garden tractors, boats, and chain saws.

PME 1102 ENGINE ELECTRICAL AND FUEL SYSTEMS 12

A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, ignition, accessories and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system.
Prerequisite: PME 1101

PME 1124 ADVANCED AUTOMATIC TRANSMISSIONS 11

In this course, the student devotes his full time to the study of principles of power transmissions through the use of fluids and to the techniques and procedures of repairing and testing malfunctioning units. Various types of the more commonly operating transmissions will be used to provide practical experiences in the disassembly and assembly of units.

PME 1126 SMALL ENGINE SERVICING 4

The small engine repair is offered to train people in the maintenance and overhaul of the two and four cycle engines. Enrollees are taught to repair and replace defective parts of small engines used to power boats, lawn mowers, garden tractors, chain saws, rototillers, and similar machines. Included in this course is instruction on the charging and cranking system unique to small engines in which the starter also serves as the generator. Instruction in safety is one of the major responsibilities of the course.

PME 1127 RIDING LAWN MOWER AND GARDEN TRACTOR DRIVES AND SUSPENSIONS 3

This course will introduce the students to the drives and suspension systems unique to riding lawn mowers and garden tractors. A complete study of the function of each component and the technique employed in the service and repair of this equipment will be stressed. Students will also be taught the proper way to sharpen and balance blades, with emphasis being placed on the importance of having blades in balance in order for the machine to operate safely and give the most satisfactory service.

PME 1203 AUTOMOTIVE ENGINE TUNE-UP 7

Students are instructed in the proper procedure to restore the automotive electrical and carburation systems to specifications by the use of specification manuals and employing the latest of engine analyzers. Because of attention being focused on pollution, tune ups will be required more frequently and with a greater degree of accuracy than ever before.
Prerequisite: PME 1102

PME 1226 AUTOMOBILE SERVICING I, II, III, IV, V, VI.

(6 quarters generating 1 credit hour per quarter) 1

The automotive service phase of training provides an opportunity for the student to utilize the skills and knowledge he has gained during his participation in the other phases of training. He will be required to diagnose trouble, repair or service the malfunctioning components, and scientifically adjust and test repaired items. He will use the latest type tools and testing equipment in order to assure that the work has been completed in a craftsman like manner.

PRACTICAL NURSING COURSE DESCRIPTIONS

PNE 1101 VOCATIONAL ADJUSTMENTS I 4

A study of the principles of good personal and vocational behavior of the practical nursing student to enable her to work with ease and intelligence with the health team as well as with the community at large.

PNE 1102 BODY STRUCTURE AND FUNCTIONS 7

A study of the general plan of the body and its systems with their corporate function.

PNE 1103 NURSING SKILLS 7

A course designed to emphasize and to teach skills and principles necessary in meeting the needs of patients.

PNE 1104 NUTRITION & DIET THERAPY 4

A nutrition course given to the student to enable her to learn the importance of good nutrition in health and disease.

PNE 1105 MEDICAL-SURGICAL NURSING I 7

A course planned to influence understandings and to teach skills needed in order to meet the basic fundamental nursing situations of patients with selected medical-surgical conditions.

PNE 1106 NURSING CARE OF CHILDREN I 6

A course of study concerned with meeting the health needs of children in various stages of growth and development.

PNE 1107 NURSING CARE OF MOTHER AND NEWBORN I 3

A presentation of all aspects of normal obstetrics. Material presented emphasizes the nursing care of antepartum labor, delivery, and the post-partum phase.

PNE 1108 3

DRUGS AND ADMINISTRATION I

A course supplying specific information regarding preparation and administration of drugs. Emphasis is placed upon the effects of drugs and safety precautions to be exercised.

PNE 1109 CLINICAL I 5

This portion of the program consists of care of selected patients in the hospital. Careful supervision is given the student to insure maximum opportunity to develop nursing skills. Assignments are correlated to classroom instruction.
Prerequisite: Second Quarter Status.

PNE 1110 MEDICAL AND SURGICAL NURSING II 5

A continuation of PNE 1105, with the theoretical and clinical experience centered around the more common medical-surgical conditions requiring more skillful nursing measures.
Prerequisite: PNE 1105

PNE 1111 NURSING CARE OF CHILDREN II 2

A continuation of PNE 1106
Prerequisite: PNE 1106

PNE 1112 NURSING CARE OF MOTHER AND NEWBORN II 2

A continuation of PNE 1107
Prerequisite: PNE 1107

PNE 1113 DRUGS AND ADMINISTRATION II 2

A continuation of PNE 1108 Drugs and Administration I
Prerequisite: PNE 1108

PNE 1114 COMMUNICABLE DISEASES 2

A course dealing with the care of the sick child. Emphasis is placed on prematurity, infectious disorders, treatment and nursing care of disease processes.

PNE 1115 CLINICAL II 7

Continuation of PNE 1109 Clinical I.
Prerequisite: Third Quarter Status and PNE 1109

PNE 1116 MEDICAL AND SURGICAL NURSING III 7

A continuationof PNE 1110, which stresses guided learning experiences with the application of concepts developed in previous portion of the course.
Prerequisites: PNE 1105 and PNE 1110

PNE 1117 EMERGENCY & DISASTER NURSING 2

A learning experience which is designed to furnish the student with information which enables them to perform with skill and understanding in those situations that are the results of catastrophe and disaster.

PNE 1118 VOCATIONAL ADJUSTMENTS II 2

A presentation of legal and ethical responsibilities of the practitioner. Provision is made for the practical nurse to better understand her professional associations and the values to be gained by active participation in them.
Prerequisite: PNE 1101

PNE 1119 **MENTAL DISORDERS** 2

A course designed to teach the student how to deal with the emotionally disturbed patient.

PNE 1120 CLINICAL III 7

Continuation of PNE 1109 and 1115 Clinical I and II, and provides the student additional opportunity to improve upon her nursing skills. Instructors supervise students in administration of medications.
Prerequisites: Fourth Quarter Status, PNE 1109, PNE 1115

POLITICS

T-POL 201 UNITED STATES GOVERNMENT 3

A study of government with emphasis on basic concepts, structure, powers, procedures, and problems.

PSYCHOLOGY

T-PSY 206 APPLIED PSYCHOLOGY 3

A practical psychology which tries to define problems of society and how the individual can cope with them. Included are discussions on values, law and order, conformity and non-conformity, prejudice, communication, ecology and other topics related to the problems of today.

PSY 1101 HUMAN RELATIONS 3

A study of basic principles of human behavior. The problems of the individual are studied in relation to society, group membership, and relationships within the work situation.

SURGERY

SUR 1101 PRINCIPALS OF OPERATING ROOM TECHNIQUE 11

An introductory course devoted to developing an understanding of the principles of operating room technique and acquiring fundamental skills essential to assisting in the operating room. Instruction includes environmental and personal orientation; weights and measures; anesthesia; operating room procedures; operating room technique, operating room personnel duties and ethical, moral, and legal responsibilities. Laboratory exercises are designed to provide support through practice and skill development for the principles and techniques discussed in class.

SUR 1102 ANATOMY AND PHYSIOLOGY 9

A thorough study of the general plan of the body and the nine systems: nervous, circulatory, respiratory, muscular, skeletal, digestive, urinary, reproductive, and endocrine. The course is designed to acquire an understanding of how the body controls its functions, how the body stands erect and moves, how the body distributes food and oxygen and removes waste, and how the body provides for reproduction.

SUR 1103 MICROBIOLOGY 5

An introductory course devoted to developing an understanding of micro-organisms as they relate to the operating room and the patient's recovery from surgery. Laboratory exercises are designed to use the microscope, to operate a sterilizer, to disinfect an operating room, and to conduct a septic case.

SUR 1104 SURGICAL PROCEDURES 10

A thorough study of the most important surgical procedures related to the nine body systems: nervous; circulatory; respiratory; muscular; skeletal; digestive; urinary; reproductive, including the use of radium; and endocrine. Instruction also includes special instruments and equipment as they relate to each procedure.

SUR 1105 CLINICAL PRACTICE 8

Applied practice in the passing of instruments, threading of suture, and operation of special equipment during an operative case. Experience also includes practice in the delivery room, recovery room, and emergency room.

WELDING

WLD 1105 AUTO BODY WELDING 1

Welding practices on material applicable to the installation of body panels and repairs to doors, fenders, hoods, and deck lids. Student runs beads, does butt and fillet welding. Performs tests to detect strength and weaknesses of welded joints. Safety procedures are emphasized throughout the course.
Prerequisite: WLD 1129

WLD 1112 MECHANICAL TESTING AND INSPECTION 2

The standard methods for mechanical testing of welds. The student is introduced to the various types of tests and testing procedures and performs the details of the test which will give adequate information as to the quality of the weld. Types of tests to be covered are: bend, destructive, free-bend, guided-bend, nick-tear, notched-bend, tee-bend, nondestructive, V-notch, Charpy impact, etc.
Prerequisites: WLD 1141 and WLD 1142

WLD 1122 COMMERCIAL AND INDUSTRIAL PRACTICES 7

Designed to build skills through practices in simulated industrial processes and techniques: sketching and laying out on paper the size and shape description, listing the procedure steps necessary to build the product, and then actually following these directions to build the product. Emphasis is placed on maintenance, repairing worn and broken parts by special welding applications, field welding and nondestructive tests and inspection.
Prerequisites WLD 1141 and WLD 1142

WLD 1123 INERT GAS WELDING 2

Introduction and practical operations in the use of inert-gas-shield arc welding. A study will be made of the equipment, operation, safety and practice in the various positions. A thorough study of such topics as: principles of operation, shielding gases, filler rods, process variations and applications, manual and automatic welding.
Prerequisites WLD 1141 and WLD 1142

WLD 1124 PIPE WELDING 7

Designed to provide practice in the welding of pressure piping in the horizontal, vertical, and horizontal fixed position using shielded metal arc welding processes according to Sections VIII and IX of the ASME code.
Prerequisite: WLD 1141 or WLD 1142.

WLD 1125 CERTIFICATION PRACTICES 5

This course involves practice in welding the various materials to meet certification standards. The student uses various tests including the guided bend and the tensile strength tests to check the quality of his work. Emphasis is placed on attaining skill in producing quality welds.
Prerequisites: WLD 1123 and WLD 1124; WLD 1141 and 1142.

WLD 1129 BASIC WELDING AND CUTTING 1

In this course the student studies the principles of oxyacetylene and arc welding as well as flame cutting. After demonstrations by the instructor in the various welding and cutting processes, the student has the opportunity to develop skill through the application of the processes he has been taught.

WLD 1141 BEGINNING WELDING 10

Introduction to the history of oxyacetylene and arc welding, the principles of welding and cutting, nomenclature of the equipment, assembly of unit. The operation of various AC transformers, AC and DC rectifiers, and DC motor generator arc welding units. Welding procedures such as practice of puddling and carrying the puddle, running flat beads, butt welding in the flat, vertical and overhead positions, and the cutting of straight lines with the torch. Safety procedures are stressed throughout the program of instruction.

WLD 1142 INTERMEDIATE WELDING 11

A review of basic, oxyacetylene cutting and welding, preparation of metals, types of joints, welding and procedures and testing of the welds. The operation of A. C. transformers and D. C. motor generator arc welding machines. Studies are made of welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. After the student is capable of running beads, butt and fillet welds in all positions are made and tested in order that the student may detect his weakness in welding. Safety procedures are emphasized throughout the course.
Prerequisite: WLD 1141

WILDLIFE

T-WLF 101 WILDLIFE SCIENCE 4

An introduction to the major principles of wildlife management. Includes the study of selected birds, game animals, and fish; fishpond management, plants of value to wildlife, and laws governing wildlife.

T-WLF 102 BOTANY AND ECOLOGY 5

An investigation into the internal and external structure of plants and trees and the basic function of the various parts of trees and shrubs. Introduction to plant classification. Study of the interaction of plants and wildlife.

T-WLF 103 INTRODUCTION TO ZOOLOGY 4

Survey course of the animal kingdom including classification.

T-WLF 104 INTRODUCTION TO MAMMALOGY 4

A study of the morphology, physiology, classification, and identification of mammals.
Prerequsite: T-WLF 103

T-WLF 106 INTRODUCTION TO ORNITHOLOGY 4

A study of the morphology, physiology, classification, and identification of birds.
Prerequisite: T-WLF 103

T-WLF 107 WILDLIFE SURVEYING 4

Theory and practice of plane surveying to include running of land lines, roads and trails, differential leveling, and simple building lay-out. Covers the use of all instruments necessary to carry out this work.
Prerequisite: T-MAT 101

T-WLF 201 BIOPOLITICS 2

Introduces the student to the problems of fitting the use and harvesting of wildlife into the framework of our society.

T-WLF 202 WILDLIFE HABITAT MANIPULATION 3

Covers the necessary and desirable changes which man may institute in habitat conditions to enhance the wildlife environment.
Prerequisites: T-WLF-104 and T-WLF-106

T-WLF 203 INSECTS, DISEASE, AND PARASITES 3

Concerns the various insects, diseases, and parasites affecting wildlife and the habitat, their effects, and their control.
Prerequisite: T-WLF-103

T-WLF 204 FIELD CROPS 3

Designed to familiarize the student with the various field crops grown on wildlife feed plots, their selection, care, and development, as well as selection, care and use of the necessary farm equipment for use in this connection.
Prerequisite: T-FOR 103

T-WLF 205 TERRESTRIAL WILDLIFE ECOLOGY 3

Acquaints the student with the interrelation of the various species of wildlife to their environment, both plant and animal forms.
Prerequisites: T-WLF 103, T-WLF 106, T-FOR 102

T-WLF 206 WILDLIFE AERIAL PHOTOGRAPHY INTERPRETATION 4

Introduction to the use of aerial photographs in wildlife management: mapping census, and administration.
Prequisite: T-MAT 101

T-WLF 207 BASIC FISHERY SCIENCE 3

Affords an insight into the problems involved in the maintaining sport fishing at a high level. Deals with the problem from aspect of hatcheries, stream stocking and management, and pond establishment, stocking, and management.
Prerequisite: T-WLF 103

T-WLF 208 SURVEY, CENSUS, AND INVENTORY TECHNIQUES 3

Explores the problems involved and the techniques used in the survey, census, and inventory of wildlife resources in the field.
Prequisite: T-MAT 101

T-WLF 209 WILDLIFE FIELD SEMINAR 3

An extended field laboratory in which the student visits operating fish and wildlife management organizations and installations.
Prequisite: T-WLF 205

T-WLF 210 AQUATIC WILDLIFE ECOLOGY 3

Acquaints the student with the interrelation of the various species of wildlife, fish, and waterfowl to their environment, both plant and animal forms.
Prequisite: T-WLF 104

T-WLF 250 WILDLIFE PRACTICE 5

An in depth study and research on a wildlife management area.
Prequisite: T-WLF 205

T-WLF 252 SPECIAL PROBLEMS

A course of variable length and subject matter designed to fit the special interest of the student and to allow the indepth investigation of these particular areas.
Prerequisite: The successful completion of at least the first four quarters of work.

WOOD PRODUCTS

T-WPP 101 INTRODUCTION TO UTILIZATION 3

A survey of the field of wood utilization. Explores possibilities and makes comparison of various utilization techniques and requirements.

T-WPP 102 WOOD IDENTIFICATION 2

Covers identification of the commercially important species of the area on the basis of wood features visible with aid of a hand lens.

T-WPP 201 LUMBER GRADING 3

Basic course to familiarize the student with the problems faced by the lumber grader and the methods and grades employed, all to the end of enabling the student to know the importance of the lumber grades.
Prerequisite: T-WPP 102

T-WPP 202 SAWMILL OPERATION I 3

Designed to give the student experience in and working knowledge of modern sawmill theory and operation.

T-WPP 203 **LOGGING I** 3

Introductory course to acquaint the student with the principles, techniques, and equipment of modern logging.

T-WPP 204 **LOGGING II** 8

Practical course involving the application of the fundamentals as learned in Logging I.
Prerequisite: T-WPP 203

T-WPP 206 **WOOD FABRICATION** 3

Surveys the field of wood fabrication. Cites requirements and needs for wood in construction of furniture, housing, palletts and future secondary products.

T-WPP 207 **MILLWRIGHT** 5

Covers discussion of and practice in equipment installation, alignment, mill maintenance, welding, trouble-shooting, and safety features in mill operation.
Prequisites: T-WPP 202 and T-WPP 212

T-WPP 209 **LUMBER SEASONING** 4

Explores requirements for seasoning, methods employed in seasoning, and effect upon and reaction by the various species.
Prerequisite: T-WPP 201

T-WPP 210 **ANALYSIS OF SAWMILL OPERATIONS** 3

Investigates commercial sawmill operations to include study of flow of materials, time studies, and analysis of findings.

T-WPP 211 **BLUEPRINT READING** 4

Principles of interpreting blueprints necessary for the many aspects of millwrighting, operation and maintenance of the sawmill and its related operations.

T-WPP 212 **SAWMILL OPERATION II** 8

Practical course involving the application of fundamentals learned in Sawmill Operation I. Includes circle and band mill sawing.
Prerequisite: T-WPP 202

T-WPP 213 **WOOD PRODUCTS FIELD SEMINAR** 3

An extended field laboratory where student visits unique and unfamiliar logging and sawmilling operations. Generally involves a trip from school lasting seven to 10 days.

WPP 1101 **GENERAL SAWMILL OPERATION** 7

Gives the student experience in the working knowledge of all the operations and positions within a sawmill, both band and circular.

WPP 1102 **INTRODUCTION TO SAW FILING** 6

Covers saw-filing and saw-fitting equipment, swaging, shaping, and sharpening saw teeth.

WPP 1103 **INTRODUCTION TO CARBIDE TIPPING** 4

Acquaints the student with the pecularities of carbide tipped saws and the maintenance techniques involved with them.

WPP 1104 **SAW FITTING AND BENCHING I** 8

Explores need for tensioning saw, techniques used, and equipment required for circle and band-saw tensioning and fitting.

WPP 1105 SAWMILL FEEDS AND SPEEDS 3

Correlates feed rate and speed of saws to each other and to species being sawn. Illustrates changes in saw maintenance as these items change.

WPP 1106 SAW FITTING AND BENCHING II 11

Techniques to be used to fit a particular saw to a particular set of conditions and correct benching are practiced.
Prerequisite: WPP 1104

WPP 1107 BASIC SAW WELDING 5

Theory and practice of saw welding for band and circular saws. Includes gas and heliarc methods.
Prerequisite: WLD 1141

WPP 1108 CARBIDE TIPPING I 5

Practice and experience in implacing carbide tips and the techniques for sharpening and dressing these tips.
Prerequisite: WPP 1103

WPP 1109 SAW FILING FOR PRODUCTION SAWING 7

Application of techniques learned to maintain saws for production.

WPP 1110 SAW WELDING 3

Applies techniques learned earlier to specific problems of saw welding. Includes retoothing, repairing cracks, and making proper joints.
Prerequisite: WLD 1141

WPP 1111 CHIPPER AND PLANER KNIFE SHARPENING 5

Includes proper installation of grinding equipment. Discusses speed, bevel, and other areas as they apply to the type of knife being ground and the job for which it is being ground.

WPP 1112 GENERAL TROUBLE SHOOTING 2

Relates difficulties in the manufacturing of lumber to improper saw filing or fitting and mill alignment.

WPP 1113 CARBIDE TIPPING II 3

Carbide Saw Practice
Prerequisite: WPP 1108

WPP 1201 BASIC STRUCTURE OF WOOD 3

Discusses elementary features of wood structure and relates these to lumber manufacture and use.

WPP 1202 INTRODUCTION TO HARDWOOD LUMBER GRADING 11

Understanding of hardwood lumber grades, measurement, and inspection of hardwood lumber.

WPP 1203 INTRODUCTION TO DRY-KILN OPERATION 3

Presents theory of moisture movement in wood and theory of dry-kilns.

WPP 1204 WOOD IDENTIFICATION 4

Covers identification of the commercially important species of the area.

WPP 1205 NHLA RULE APPLICATION 11

Memorization of hardwood lumber grading rules and development of speed and accuracy in application of grading rules for Appalachian Hardwood Lumber.

WPP 1206 DRY KILN OPERATION I 7

Practice in the operation of dry kilns.

WPP 1207 LUMBER YARD LAYOUT 3

Covers layout of lumber yard for convenience and accessibility as well as air seasoning of lumber.

WPP 1208 HARDWOOD GRADING PRACTICE 3

Memorization of hardwood lumber grading rules and development of speed and accuracy in application of grading rules for Appalachian Hardwood Lumber.

WPP 1209 BASIC LUMBER SEASONING AND HANDLING 6

Introductory course including handling and storage of green lumber, air and kiln seasoning, and handling and storage of dry lumber.

WPP 1210 LOG GRADING AND SCALING 3

Acquaints the student with the theories and practices involved in the grading and scaling of hardwood and softwood logs.
Continuation of WPP 1206

WPP 1211 DRY KILN OPERATION II 3

Instructs the student in techniques and application of high speed drying of softwood lumber.

WPP 1212 INTRODUCTION TO PINE GRADING 11

Understanding of Pine lumber grades, measurement, and inspection of pine lumber.

WPP 1213 PINE GRADE APPLICATION 4

Memorization of Pine lumber grading rules and development of accuracy and speed in application of these rules for pine lumber.

WPP 1214 HIGH SPEED KILN OPERATION 4

Pine drying.

WPP 1301 SAWMILL LAYOUT 4

Introduces the student to the areas of sawmill layout and operation and explains relationship of saw-filer to the over-all operation.

WPP 1302 SAWING PRINCIPLES 5

Teaches principles involved in sawing logs into lumber. Includes both pine and hardwood, and grade recovery.

WPP 1303 MILLWRIGHT I 8

Covers discussion of and practice in equipment installation, alignment, mill maintenance, welding, trouble-shooting, and safety features in mill operation.

WPP 1304 INTRODUCTION TO LUMBER GRADING 5

Understanding of lumber grades, both pine and hardwood, measurement and inspection of lumber.

WPP 1305 SAWMILL MACHINERY AND EQUIPMENT 4

Surveys the field of sawmill machinery and equipment and relates the various individual pieces to the sawmill complex.

WPP 1306 INTRODUCTION TO SAW-FILING 6

Covers saw-filing and saw-fitting equipment, swaging, shaping, and sharpening saw teeth.

WPP 1307 MILLWRIGHT II 4

Continuation of WPP 1303 Millwright I

WPP 1308 PRE-SAWING 5

Familiarizes the student with operation of mill equipment prior to actual sawing.

WPP 1309 SAWING-GRADE RECOVERY AND QUALITY CONTROL 9

Covers sawing of logs as student coordinates operation of head-saw and related equipment. Stresses sawing for grade and high quality of manufacture.

WPP 1310 EDGING AND TRIMMING 6

Covers theory, equipment, techniques, and practice involved in proper edging and trimming of lumber, to include consideration of grade.

WPP 1311 PRODUCTION SAWING 6

Incorporates theory and practice of earlier instruction and develops speed.

WPP 1312 SAWMILL OPERATION PRACTICE 5

Affords opportunity for development of accuracy, speed, and dexterity by the student in the operation of sawmill equipment.

WPP 1401 DESIGN AND FUNCTION OF PLANER 5

Study of the complete mechanical workings of the planer machine and its parts.

WPP 1402 PLANER MILL SET UP I 2

Study of correct cutter head and knife set ups for various lumber designs.

WPP 1404 LUMBER DIMENSIONS (Surfacing and Sizing) 1

Consideration of lumbering standards: widths, lengths, and thickness, as per species and grades.

WPP 1407 PLANER KNIFE GRINDING AND JOINTING 2

The study and procedure of sharpening knife and cutter heads.

WPP 1408 PLANER FEEDS AND SPEEDS 3

The study of feed and knife speed correlation in relation to job and specie requirements.

WPP 1410 PLANER MILL OPERATION 6

Actual operation of the planer in lumber production situation.

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